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MINUTES

OPERATION & FINANCE COMMITTEE

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OPERATIONS AND FINANCE COMMITTEE
1997 01 07

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: P. Gillie (Superintendent - Administrative and Operational Services and Secretary Pro Tem), L. Veerman (Acting Senior Financial Officer and Treasurer), M. Quinn (Superintendent of Schools) and M. Matier (Assistant Superintendent of Schools).

Mrs. Hill, noting the absence of the Secretary of the Board, called for nominations for Secretary Pro Tem.

Moved by Mr. Gage: That Superintendent Gillie be appointed Secretary Pro Tem. **CARRIED**.

Moved by Canon Rogers: That the minutes of the regular meeting of 1996 11 12 be approved. **CARRIED**.

GENERAL

NEW BUSINESS

Update re Accommodation Report

Ms. Gillie presented the report.

Moved by Mr. Gage: That the Update on Accommodation be received for information and the following recommendations approved:

(a) That the preliminary schedule of projects summarized in Appendix One be received for information for the 1997 Budget, subject to final details from the Ministry of Education and Training and budget review.

(b) That the 1997 Approved Budget include, in addition to monies budgeted for Preventative Maintenance, the Board estimated share for Facilities Renewal ($439,452), subject to final details from the Ministry of Education and Training.

(c) That approval be given to go to tender, as of 1997 01 20, for the major renovation of Glendale Phase III to be completed in 1997 at an estimated cost of $1,500,000.

(d) That a workshop on the savings related to the Honeywell Contract and to update the Board on the process for selecting an Energy Services Company (ESCO) be held in late January 1997.

Moved in amendment by Mr. Mulholland: That Clause (d) be amended to delete the words "on the savings to the Honeywell Contract and".

Mr. Mulholland noted that, as a member of the Energy Committee, the companies being studied for final selection should be kept confidential, as suggested by our legal counsel, and the name of the company in Clause (d) should not be part of the workshop.

Ms. Gillie responded to a question that valid points were made by Mr. Mulholland and, because the Board has a small pilot project on energy savings, the intent was to gain some experience in this area. She agreed that a workshop could be held on the selection process and a separate report presented on the Honeywell savings.

Mrs. Hill clarified that the information on the Honeywell savings will be available after 1997 01 22 and the officials will then need time to review it.

The amendment was put to a vote and was **CARRIED**.

The motion, as amended, was put to a vote and was **CARRIED**.

Request for the Report on the Honeywell Proposal - Trustee Mulholland

The Chairman noted that, as stated in the discussion on the previous agenda item, a report on this matter is forthcoming.

Motion related to Responsibility for Student Transportation Assigned to the Property, Assessment and Audit Department (referred back to Operations and Finance Committee, 1996 11 28 Board)

Miss Cunningham noted that her intent on the motion made in November was to have a report on all job re-evaluations reported to the trustees.

Moved by Miss Cunningham: That revised Position Description Questionnaires salaries for all jobs be reported to the Personnel and Organization Committee. **CARRIED**

Correspondence from Carleton Roman Catholic School Board re the negative statements by the Minister of Education and Training (referred at the 1996 11 28 Board)

Moved by Mrs. Bishop: That the Board of Education for the City of Hamilton support the following resolution by the Carleton Roman Catholic School Board regarding the negative statements by the Minister of Education and Training:

(i)That the Minister of Education and Training and the Premier of Ontario be requested to:

(a) Recognize the high quality of education presently offered to students in Ontario and refrain from further unsubstantiated, derogatory comments on the provincial education system.

(b) Recognize the serious impact on students of further funding reductions to education "Cuts Hurt Kids".

(c) Acknowledge the value of locally elected school boards as advocates and representatives of local communities.

(d) Enter into realistic and meaningful consultation with all education stakeholders that will lead to positive change for students based on the recommendations of the Royal Commission on Learning.

(e) Recognize the Minister of Education and Training's primary role as advocate and proponent of our educational system.

During discussion on the motion, several trustees spoke to the importance of communication with the public on how the Hamilton Board is spending its money to meet the educational needs of the students. It was suggested that the Director's Annual Report emphasize this aspect of the Board's operations.

Suggesting that parts of the resolution were redundant by virtue of recent government announcements, it was moved by Mrs. Wall:

That Clause (c) be deleted. **CARRIED**

The motion, as amended, was put to a vote and was **CARRIED**.

Mrs. Hill ruled Mrs. Bishop's suggestion that a motion to prepare a communication to parents and the community as unnecessary, noting that the Officials had heard the comments this evening and would be taking appropriate action.

Report of the Trustee Communications Committee

Moved by Dr. Johnston: That the following Report of the Trustee Communications Committee be approved:

(a) That the Ontario Public School Board's Association video – "What did you learn in school today" be placed in the Dr. Harry Paikin Library and that School Councils be made aware of, possibly through the PROFs, and encouraged to view this video.

(b) That the trustees' inclusion in the system distribution of all PROFs information be approved, in principle, and that this issue be referred to the officials for consideration and review.

(c) That, in order to widen the scope for information gathering, the term "electronic" be deleted from the Board-approved 1996 mandate of the Trustee Communications Committee.

(d) That a 5-minute update be allotted under "Communications" at the regular Board meeting for trustees to report on various activities they have participated in for the benefit of the Board.

In speaking to the recommendations, several trustees felt the Committee had gone beyond its mandate and the recommendations should not be considered.

Dr. Johnston agreed that Clause (d) was not specifically referred to the Committee but was something the Committee wished to address. Clause (c) was a request by the Committee to amend the mandate.

Other trustees, in support of the recommendations, felt the Board should be looking at other strategies of communications and suggested these were things that were being done at other Boards.

The Chairman, in response to a question, referenced Rule 92. (a) "The terms of reference of the Ad Hoc Committee shall be properly and clearly delineated." and then reviewed the mandate of the Trustee Communications Committee as established at the May, 1996 Board.

Moved in amendment by Mr. Stewart: That Clause (d) be referred back to the Committee.

Trustee Hicks challenged the Chair accepting the amendment since it was determined that the report was beyond the Committee's mandate. The challenge was sustained.

Moved by Mr. Hicks: That the Report of the Trustee Communications Committee be referred back to the committee to complete its original mandate. **CARRIED**.

Report of the Policy Review Committee

Moved by Mrs. Bishop: That the following Report of the Policy Review Committee be approved.

(a) That the Policy Statement and Operating Procedure for School Closures be approved.

(b) That this Policy be reviewed in 2000.

Mrs. Bishop reviewed the report.

Trustees speaking in opposition to the recommendations of the Committee noted:
•the previous policy laid out specific timelines whereas the proposed policy enabled the Board, theoretically, to close a school at any time
•whether there was sufficient time and opportunity for community involvement was questioned
•parent involvement should be expanded from 1 parent at each school
•school council involvement should be specified

Members of the Committee responded to some of the concerns by noting the attempt to streamline what had been a rather complex procedure and that community input was still provided for in the new procedures.

Noting one of the recommendations that a school operating under 60% capacity could be considered for closure, it was questioned how many schools would qualify under this criteria.

Following further discussion, it was moved by Canon Rogers: That the Report of the Policy Review Committee be referred back for further study. **CARRIED**.

March Meeting Date

The Chairman noted that the regular meeting date for the March Operations and Finance Committee falls in the March Break week.

Moved by Canon Rogers: That the March meeting of the Operations and Finance Committee be rescheduled to Tuesday, 1997 03 04 at 18:15 hours. **CARRIED**.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendation of the Director of Education and Secretary

Moved by Mr. Stewart: That the following recommendation of the Director of Education be approved:

(a) That the following trip request be approved:

(i) Sherwood Secondary, Grades 10 to OAC [National Musicfest, Ottawa, Ont.], 1997 05 21-25 (Wednesday to Sunday).

The meeting then adjourned.

Read and confirmed,

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jep

Chairman

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MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE
1997 02 13

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and S. Thompson (Assistant Superintendent of Schools).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustee Patenaude.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Verbal Report re School Councils

Mr. Matier reviewed the information sheet on "School Councils, Framework for Providing Input to the Board" attached to the members' agendas this evening, noting the consultation among the Councils process will be completed by 1997 02 28.

Moved by Ms. Orban:

That the verbal report re School Councils be received for information.

CARRIED

NEW BUSINESS:

Request from the Ontario Public School Boards' Association for Financial Assistance - requested by Trustee Johnston

After reviewing the Report, it was

Moved by Dr. Johnston:

That the Board support the Public Education Partners Fund (PEPF) of the Ontario Public School Boards' Association to the extent of sixty cents per pupil and that any or all of these funds not expended in the proposed legal appeal to the Ontario government and that these funds could be returned from the PEPF if so designated.

Suggestions for further review and consideration were provided as follows:

- the appropriateness of "per pupil cost" for funding this legal appeal
- since there is no definite information from the Ministry of Education and Training regarding the changes to education funding at this time, this proposed coursed of action may be premature
- could the OPSBA membership fee of approximately $64,000 cover this legal appeal
- pursue other alternative fundraising activities to support the OPSBA's Public Education Partners Fund

In response to a question, Ms. Veerman clarified that the current general budget for legal fees is designated for a specific purpose, e.g. payment for services of the Board's solicitors.

Moved in amendment by Ms. MacDonald:

That the phrase "to the extent of sixty cents per pupil" be replaced with "up to the amount of $22,942.86".

Miss Cunningham requested a recorded vote on the amendment and the motion.

The amendment was put to a recorded vote and was **LOST**. Those in favour: Trustees Bishop, Gage, Johnston, MacDonald and Wall; those opposed: Trustees Cunningham, Desmarais, Hill, Johnstone, Lowe, Paquin, Rogers and Stewart; Trustees Darby, Hicks, Mulholland and Orban abstained.

The motion was put to a recorded vote and was **LOST**. Those in favour: Trustees Bishop, Darby, Gage, Hill, Johnston, MacDonald, Mulholland and Rogers; those opposed: Trustees Cunningham, Desmarais, Hicks, Johnstone, Lowe, Orban, Paquin and Stewart; Trustee Wall abstained.

Safety Salt on Walkways/Playgrounds - requested by Trustee Orban

Ms. Orban advised of concerns raised by parents regarding safety salting and sanding on school property during snow days, noting that school budget and contracting out seem to be cited as the problem.

Ms. Gillie assured the members that a long-standing practice with respect to ensuring safety on school walkways/playgrounds during winter weather is in place in all schools. Stating these concerns were earlier drawn to her attention, Ms. Gillie indicated that adherence to the guidelines and procedures for salting and sanding in our schools were reinforced by the Plant Department through the site leaders who oversee the school caretakers. She also confirmed there is money in the budget for this.

It was agreed:

That the verbal report re Safety Salt on Walkways/Playgrounds be received for information.

Report of the Fundraising/Corporate Partnership Policy Committee

It was agreed:

That the Report of the Fundraising/Corporate Partnership Policy Committee be deferred to the March 1997 meeting of the Operations and Finance Committee.

Sale of Sites

At an in-camera session of this Committee, the following motions were considered and approved:

Report re Sale of 220 Dundurn Street South (Warehouse)

Moved by Mr. Mulholland:

That the Report re Sale of 220 Dundurn Street South (Warehouse) be received for information and the following recommendation approved:

(a) That the offer from Steel Town Boxers Ltd. in the amount of $400,000 for the purchase of the building and site located at 220 Dundurn Street South, Part of Park Lots 11 and 12, Allan MacNab Survey, AKA Plan 1434 in the city of Hamilton, be accepted subject to approval or exemption based on guidelines of the Fewer School Boards Act 1997 (Bill 104) and the funds realized from the sale be placed in Capital Reserves. **CARRIED**

Report re Sale of Mohawk Trail School and Site
Moved by Dr. Johnston:

That the Report re Sale of Mohawk Trail School and Site be received for information and the following recommendations approved:

(a) That the offer from Culver Properties Limited in the amount of $378,000 for the purchase of Mohawk Trail school and site, Lots 228 to 241; both inclusive, Plan 581; Part of Lot 18, Concession 6, Township of Barton now the City of Hamilton; to be determined by survey upon severance, be accepted subject to approval or exemption based on guidelines of the Fewer School Boards Act 1997 (Bill 104) and the funds realized from the sale be placed in Capital Reserves. **AND**

(b) That this offer be conditional upon the Board obtaining, at its expense, and within eighty (80) days from the date of acceptance a severance of the subject lands from the lands to be retained being the Museum and such land as is required to satisfy the Planning Department of the City of Hamilton. **AND**

(c) That the agreement be amended to provide for the right to extend the day of closing to a date ten (10) days after the final date for appeal from the date of the Land Division consent. If a final severance is not obtained, this offer shall become null and void and the deposit returned without interest and without deduction. **AND**

(d) That the sale of Mohawk Trail school and site is made by the Board without representation, warranty or condition with respect to the zoning of the property, the fitness for the use proposed by the Purchaser or the condition of the building or the property. The Purchaser accepts the property and the building on an "as is" basis without regard to its state of repair, location of and condition of structures, availability of services, conditions of soil or sub-surface and subject to any municipal, provincial or other governmental by-laws, agreements or restrictions. **AND**

(e) That the lands and premises have been inspected by the Purchaser and are being sold in their present condition and the Purchaser accepts full responsibility for satisfying himself in respect thereto. The Purchaser acknowledges that he has been advised by the Board that the building located on the lands contains asbestos and has had the opportunity of reviewing the Board's report on asbestos. The Purchaser acknowledges that the aforementioned inspection was made with the full knowledge that the building contained asbestos. The Board makes no warranty as to the state of repair of the premises or any defects therein and without limiting the generality thereof, any defects arising from the fact that the building contains asbestos or any inaccuracies in the Board's report on asbestos, and the Board shall have no responsibility whatsoever to remedy any such defects, remove asbestos or to effect any repairs to the premises. **AND**

(f) That upon satisfactory completion of the Mohawk Trail school and site sale a $9,450 commission (2.5%) be paid to the Effort Trust Company/Realtor.
CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education and Secretary

Mr. Binns clarified for Mr. Stewart that the Westdale School trip to China was removed from the Recommendations sent out with the agenda because the information meeting [originally scheduled for January 1997] for parents and students has not taken place. He added that there are important issues that need to be discussed in this meeting; hence, the officials opted to postpone recommendation for approval of this trip to the next meeting.

Moved by Mr. Mulholland:

That the recommendations of the Director of Education and Secretary be approved. **CARRIED**

Secondary School Students Enrolled in 1-2 Credits - requested by Trustee Bishop

Mrs. Bishop requested and was permitted to defer consideration of this item to the next meeting of this Committee.

Research Proposal - York University

Moved by Mrs. Bishop:

That the request to include Hamilton Board of Education students in a research study, as supported by York University, on the development of children's representations of quantity be granted, provided that the involvement of students is voluntary and with parental consent. **CARRIED**

Survey Request from Statistics Canada (Second Cycle)

Moved by Mrs. Bishop:

That the Survey Request from Statistics Canada (Second Cycle) be received for information and the following recommendations approved:

a) That the request from Statistics Canada:

i. to send questionnaires to the teachers and principals of students whose parents have agreed to participate in the National Longitudinal Survey of Children and Youth Study, and

ii. to request principals to have a short version of the Canadian Achievement Test - 2 administered to each student participating in the National Longitudinal Survey of Children and Youth Study be approved.
CARRIED

The meeting then adjourned.

Read and confirmed,

_____
CHAIRMAN

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MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE
1997 03 04

Present: Trustees Hill (Chairman), Gage, MacDonald, Rogers and Cunningham.

Not Present: Trustees Desmarais and Lowe.

Also Present: Trustees Bishop, Darby, Johnston, Orban, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond, (Superintendent of Program), R. Binns, (Superintendent of Human Resources), P. Gillie, (Superintendent of Administrative & Operational Services) M. Quinn, (Superintendent of Schools), R. Lavoie, (Superintendent of Schools - French as a First Language) and F. Cooke (Assistant Superintendent of Program).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustees Desmarais, Lowe, Hicks, Johnstone, Korz and Mulholland.

Mrs. Hill ruled that the Recommendations of the Director (School Trips) would be dealt with following the Westdale School Council presentation.

GENERAL

NEW BUSINESS:

Presentation by Westdale School Council re an Increase in Technical Support for the Computers Within the Schools Across the City

Mrs. Hill introduced Marlene Gibson, Laura Ludwin, Lisa DiLiberto and Maureen Magill from the Westdale Secondary School Council.

Mrs. Gibson gave the presentation on behalf of the School Council regarding an Increase in Technical Support for Computers within the schools across the city, a copy of which was presented to the Trustees with their agenda packages.

At the conclusion of the presentation, Mr. Gage declared a conflict of interest and stated he would not take part in any of the discussion nor vote on any motions.

During the question period, Mrs. Gibson agreed to find out • how many computers there are in the Wentworth County and Huron County Boards of Education. It was also suggested that the officials look at computer programs from boards as well as those mentioned in the presentation when they prepare their report in response to the presentation.

Moved by Mrs. Bishop: That the presentation by Westdale School Council re an Increase in Technical Support for the Computers Within the Schools Across the City be referred to the officials for a response. **CARRIED.**

Moved by Mrs. Bishop: That the recommendations of the Director of Education and Secretary under the Elementary/Secondary part of the agenda be dealt with at this time. **CARRIED**.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education and Secretary

Moved by Mrs. Bishop: That the recommendations of the Director of Education and Secretary be approved.

Mr. Stewart requested that Clause 1. (a) (xii) regarding the Westdale trip to China be dealt with separately and stated his opposition to the trip because of the current controversies around the blood sampling in China. He recalled that the Wentworth County Board recently opposed a trip to China because of similar concerns.

Suggesting that the members may require more information regarding the current conditions in China, it was moved in amendment by Mrs. Wall: That recommendation 1. (a) (xii) be referred to the officials for further information.

Trustees opposed to the amendment noted that
- there have been two previous trips to China - one in 1972 and another in 1992 - when the conditions in China were much more critical than today
- the timelines for the trip dictate that the school must start fundraising activities now
- the cities included in the itinerary are major cities where the best medical care, on par with Canadian medical facilities, is available
- trips to the United States, because of the high crime rates, are perhaps more questionable than a trip to China where the crime rate is practically non-existent

When Mr. Quinn responded that the cost to the Board for this trip is coverage for one teacher, it was questioned why students could not go on this trip during the mid-winter break or the summer so that there would be no cost involved to the Board.

Mr. Quinn replied to a further question that the trip was open to all Grade 11-OAC students at the school and 15 have expressed an interest in going. Mr. Quinn also pointed out that the trip is taking place in October because this is when China has its cultural festivals and it would be more educational for the students at that time of the year.

Mr. Stewart requested recorded votes on the motions relating to this issue.

The amendment was put to a recorded vote and was **LOST.** Those in favour: Trustees Wall, Darby, Hill, Stewart and Cunningham; those opposed: Trustees Bishop, Gage, Johnston, MacDonald, Rogers and Orban.

Trustees in support of the trip pointed out the Wentworth County Board of Education opposed the trip to China because it involved going to rural areas of China whereas this trip which involves only the major cities of that country.

Mr. Quinn replied to further questions that the students will receive inoculation shots and will be advised of the procedures to follow as will their parents when they sign permission forms. However, Mr. Quinn did point out that, according to the Board solicitor, there is nothing to prevent parents and/or students from filing a lawsuit if anything should happen even though the students and parents have been advised of the procedures and the rules and regulations for this trip.

Moved in amendment by Miss Cunningham: That Clause 1. (a) (xii) regarding the Westdale Trip to China be approved at no cost to the Board.

The amendment was put to a recorded vote and was **LOST.** Those in favour: Trustee Cunningham; those opposed: Trustees Gage, MacDonald, Rogers, Johnston, Bishop, Orban, Wall, Darby, Stewart and Hill.

The motion was then put to a recorded vote and was **CARRIED.** Those in favour: Trustees Bishop, Gage, Johnston, MacDonald, Rogers, Orban and Wall; those opposed: Trustees Stewart and Cunningham. Abstentions: Trustees Darby and Hill.

GENERAL

Report of the Special Education Advisory Committee

Moved by Bishop: That the following Report of the Special Education Advisory Committee be approved:

(a) That a communication be sent to the Ministry of Education and Training asking that consideration be given for S.E.A.C. representation on the Local Transition Committees regarding the amalgamation of Boards of Education. **CARRIED.**

Report of the Policy Review Committee

Mrs. Bishop reviewed the report.

Moved by Mrs. Bishop: That the following Report of the Policy Review Committee be approved:

(a) That the Policy Statement, as follows, and Operating Procedures for School Closures be approved:

It is the policy of the Board of Education for the City of Hamilton to determine the continuance or discontinuance of the operation of an elementary and/or secondary school(s) that are identified by one or more of the following broad areas:

1. Program Viability - declining enrolment is jeopardizing the school's ability to meet the program needs of its students.

2. Consolidation of Programs - a proposal to reduce the number of schools operated by the Board has been received.

3. Low Occupancy - the enrolment of a school has fallen below 60% of the Ministry of Education and Training's operating capacity.

4. Structural Condition - economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc.)

(b) That this Policy be reviewed in 2000.

Discussion then took place on the timelines indicated in the Operating Procedures under Clause 2(a) and it was felt that "6 months' duration" would not be sufficient time.

Moved in amendment by Mr. Darby: That Clause 2(b) of the Operating Procedures regarding School Closures be amended to read: "Ensure that an appropriate process of communication and community involvement of not less than 12 months' duration has taken place before acting on the proposals. **CARRIED.**

Mrs. Bishop clarified that when a school is considered for closure, it affects an entire community and not just that one school; therefore, the selection for a parent representation could involve more than just the parents of students going to the school that is being considered for closure. An election of the parent representative would take place only if there were several interested parents who wanted to be on the committee.

Lengthy discussion then took place on the time of year a school would actually close. It was suggested that the policy should specify that no school should be closed until the end of the school year.

Moved in amendment by Ms. Patenaude: That the following clause be added to Clause 2 of the Operating Procedures regarding School Closures:

(c) That no schools shall be closed until the end of the school year. **CARRIED.**

Believing that there were many unanswered concerns and further clarification required, it was moved in amendment by Mr. Stewart : That the report of the Policy Review Committee regarding School Closures be referred to the officials. **LOST.**

The motion, as amended, was put to a vote and was **CARRIED.**

Report of the Fundraising/Corporate Partnership Policy Committee

Mrs. Hill asked Miss Cunningham to assume the Chair while discussion took place on the report of the Fundraising/Corporate Partnership Policy Committee.

Moved by Mr. Darby: That the following Report of the Fundraising/Corporate Partnership Policy Committee be approved:

(a) That the Policy Statement, as follows and the procedures for Sponsorship/Fundraising be approved:

It is the policy of the Board of Education for the City of Hamilton to accept donations, undertake fundraising, business agreements and sponsorships in which the Board and/or its school(s) may wish to participate provided they are consistent with the Board's Mission and Vision and its established Policies and Procedures and the Ministry of Education and Training's Regulations.

(b) That no action be taken on the position of Grants Officer until the Education Improvement Commission is formalized through legislation.

Believing that trustee membership on the Steering Committee could prejudice the other committee members from making recommendations, it was moved in amendment by Mrs. Hill: That the membership of two trustees be deleted from the composition of the Sponsorship/Fundraising Review Committee.

Members opposed to the amendment noted that:
- the trustees on this committee would assist in the decision making of recommendations
- issues and proposal that come before the Committee but which are not approved would never be known by the other trustees
- trustee representation would balance the staff representation

Speaking in support of the amendment, it was suggested that trustees do not need to be involved in establishing procedures when their role should be decision making and/or approval of recommendations at the Standing Committee level.

The amendment was put to a vote and was **LOST**

At this point, Mrs. Hill thanked Mrs. Bishop who, although, not a member of the committee, attended every meeting and offered valuable input.

Mr. Darby replied to a question that "net" proceeds of $5,000 would be reviewed by the Steering Committee, however, individual donations under $5,000 would not have to be reviewed.

In speaking to the intent of the policy, it was suggested that the basic concept is flawed in terms of equity. There are areas in the city where persons of influence or money will donate funds for schools in those areas; however, schools located in poorer areas might receive little if any donations. should not be approved.

On the other hand, it was felt that often the quality of education is influenced by where you live and the dollars you have. This fundraising policy will help the poorer communities and improve the quality of education in less affluent neighbourhoods.

Moved in amendment by Mr. Gage: That the words "for each school" be added to clause (c) after the word "sponsorship contracts" under Authority of the Operating Procedures.

When some members spoke in opposition to the amendment, Mr. Gage stated that if it is understood that the summary will include a review of each school as well as system wide initiatives, he would ask that his amendment be withdrawn.

The Committee supported withdrawal of the amendment.

The motion was then put to a vote and was **CARRIED.**

Mr. Darby reviewed the second recommendation in the report regarding the appointment of a Grants Officer.

Miss Cunningham clarified that until the Education Improvement Commission (EIC) is in place, this Board should not take any action on this position. Once the EIC is formed, this Board could approach them to have the position made available if it so wished.

Moved in amendment by Mr. Stewart: That no action be taken at this time regarding the appointment of a Grants Officer. **CARRIED.**

The motion, as amended, was put to a vote and was **CARRIED**.

1997 Membership Fees:

The committee agreed to deal with the membership fees separately.

Moved by Dr. Johnston: That the following membership fee be paid: (a) Canadian Education Association - $3,673.71. **CARRIED.**

Moved by Dr. Johnston: That the following membership fee be paid: (b) Ontario Education Research (OERC) - $725.00

In response to a question, Mr. Matier indicated that the OERC focuses on education in the classroom and provides grants for educational purposes.

Mrs. Veerman responded to a question that the membership runs from January 1st to December 31st.

The motion was put to a vote and was **CARRIED.**

Moved by Dr. Johnston: That the following membership fee be paid: (c) Ontario Public School Boards Association (OPSBA) - $64,096.21

Trustees in support of maintaining membership in OPSBA noted that:
- while the fee is substantial, it is small when compared to what is received, particularly the conferences that are organized
- boards of education need a forum where they can meet and discuss matters that affect public education in Ontario
- OPSBA speaks for public boards of education and has often been the 'voice of reason' in issues coming from the Ministry
- OPSBA has become a resource in its summary of current events and provides much assistance in keeping the members current

Trustees in opposition to membership offered that:
- at one time, information from OPSBA was critical to keeping informed; however, information often arrives after it has been reported or in the local newspapers
- the membership fee equates to two teachers which could mean saving programs.

At Mr. Stewart's request, the motion was put to a recorded vote and was **CARRIED.** Those in favour: Trustees Bishop, Gage, Johnston, MacDonald, Rogers, Orban, Wall, Patenaude and Hill; those opposed: Trustees Cunningham, Stewart and Hill.

Moved by Dr. Johnston: That the following membership fee be paid: (d) Association francaise des conseils scolaires de l'Ontario (AFCSO) - $2,287.13.

When it was noted that this membership expires in March, 1998, Mrs. Veerman agreed to consider prorating the fee when the new French Language School Boards are organized early in January, 1998.

The motion was put to a vote and was **CARRIED**.

(a) Preliminary Presentation and Discussion of 1997 Budget
(b) Budget Meeting Dates: 1997 03 25, 26, 27 and 04 02

Mr. Matier provided some introductory comments and stated that Mrs. Veerman will review the summary part of the budget report. At the budget meetings, in-depth discussions will take place once each Superintendent has presented his/her budget report.

Mr. Matier commented that this being the 150th year of the Board's history, it is also the 150th and last time it will deliberate on a budget. Noting that Bill 104 has stated that financial resources will be focused on the classroom, similar commitments have been made from this Board to enhance student performance and the staff in the school system are committed to these outcomes.

Mrs. Veerman then reviewed the preliminary estimates for 1997 for the Hamilton Board of Education. She concluded the presentation by noting that the deadline for levy requirements is 1997 04 03 and the final budget is to be presented to the City on 1997 04 05.

Moved by Ms. Orban: That a 0% increase in the Mill Rate be reflected in the 1997 Budget for the Board of Education for the City of Hamilton.

Moved by Mrs. Bishop: That the Committee continue to meet past 23:00 hours. **LOST**

As the meeting adjourned, the Chairman noted that the next meeting will commence with Trustee Orban's motion on the floor.

The meeting then adjourned.

Read and confirmed

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Chairman

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M34
1997

URBAN MUNICIPAL
DEC 18 1997

airman), Gage, MacDonald, Rogers and Cunningham.

Not Present: Trustees Desmarais and Lowe.

GOVERNMENT DOCUMENTS

Also Present: Trustees Bishop, Darby, Johnston, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools - French As A First Language), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustees Desmarais, Korz and Lowe.

GENERAL

NEW BUSINESS:

1997 Resource Management Strategy

(a) Overview of 1996 Actual Expenditures and Revenues

Ms. I. Polidori, Financial Services Manager, reviewed the Financial Status Report under Others [Pages 12 to 15] of the Budget book and then responded to the members' questions.

It was clarified for Miss Cunningham that the Ministry grant for the English as a Second Language (ESL) program is based on the average salaries of ESL teachers and ESL student population.

In seeking clarification on the Capital Account line, Mrs. Bishop requested a list of projects funded under the Facilities Renewal Program for the next meeting of this Committee.

Miss Gillie responded to a question that the nature of the additional positions in Technical Services (Temporary Assistance Invoiced line for Administrative and Operational Services budget) will be addressed in the Report re Technological Implementation Plan to be presented to this Committee at its April meeting.

Mr. Binns also clarified that the Educational Assistant positions reflected in Line 037 on Page 24 were actual positions for 1997, noting the budgeting was based on needs of students as identified, including unexpected staff requirements made through the Superintendent of Schools. Mr. Binns noted that a report regarding reallocation of Educational Assistants would be presented to the April meeting of the Personnel and Organization Committee.

Mrs. Bishop suggested that detailed information to the trustees regarding changes in specific positions will facilitate tracking and analyzing the spending in this area of the budget.

(b) Status of 1997 Budget

Mrs. Veerman reviewed Page 1 under Other of the Budget book.

Mrs. Veerman advised that recent communication from the Ministry of Education and Training has indicated that changes to the earlier budget information are forthcoming and these would impact on the Board's surplus and deficit lines of the 1997 Budget.

Noting the significant impact of enrolment on Ministry grants, Mrs. Veerman advised of the decrease in secondary school enrolment for the second semester while the elementary enrolment remains stable.

(c) Reduction/Revenue Generation Initiatives

Mr. Matier provided an overview of the 1997 Resource Management Strategy which incorporates the proposed reduction and revenue generating initiatives.

(i) Transfer from Reserves

In reviewing this area [Page 4 under Other of the Budget book], Mrs. Veerman introduced the Board's auditor, Mr. M. Collyer, who assisted in responding to the members' questions.

The following areas were clarified for the members:
§line of credit and the impact of interest
§use of Reserves to cover for the budget deficit
§capital reserves and the Ministry's guidelines for capital expenditures
§actuarial funding (based on Wyatt Report)

(ii) Consortiums

Mr. Matier reviewed Page 3 under Others, noting this area is under investigation stage at this time. He referred to a report coming to this Committee at its regular April meeting.

(iii) Collective Bargaining

Ms. D. Russon, Employee Relations Manager, provided a brief update on on-going negotiations with employee groups.

Mrs. Veerman affirmed that the impact of the recently approved OSSTF and CUPE collective agreements were reflected in the 1997 Budget.

(iv) Shut-down - Christmas/March/Summer

Mr. Binns reviewed the Report.

Mrs. Bishop requested information on the number of staff who will be affected with the proposed Shut-down for the next meeting.

(v) Transportation

Mr. Sage, Manager - Audit/Property and Insurance/Property Tax Assessment/Transportation, reviewed the Report, noting the proposed distance increase for the middle and secondary schools is consistent with the provisions in the Education Act.

(vi) Junior Kindergarten

Miss Bond discussed the Report and responded to the members' questions..

Moved by Mr. Gage: That no further action be taken with respect to the Junior Kindergarten program during the 1997 budget process.

In speaking against the motion, the members were reminded that this is a non-mandated program and that the Ministry of Education and Training has made it clear that there will be no funding for this program. Stating public interest in education should be upheld, Miss Cunningham noted her preference to forego this program to enable the Board to provide educational opportunities for all students.

Members supporting the motion highlighted the merits of the program.

The motion was put to a vote and was **CARRIED**.

At this point, Mr. Paquin stated the preceding item should have been considered under **Elementary/Secondary.**

(vii) School Consolidation
In reviewing this area, Mr. Matier clarified that savings should not be expected for 1997 due to the newly approved School Closure Policy. He added this item needs careful consideration in the future.

(viii) Outsourcing/Sharing of Services
Ms. Gillie reviewed the Report.

Moved by Mr. Mulholland: That no action be taken with respect to Outsourcing at this time.

Advising the members of preliminary discussion between the Board and City Hall regarding opportunities for sharing of services, Miss Cunningham clarified that this direction is not geared towards restructuring or downsizing.

Mr. Mulholland offered to withdraw his motion with the understanding that the ongoing discussions will not lead to staff reduction.

When several trustees requested further clarification on the issue, it was moved by Mr. Darby: That the motion be tabled. **CARRIED**

(d) Presentation of Budgets by Supervisory Officer
(I) Director/Secretary
Mr. Matier reviewed this area.

Moved by Mr. Gage: That the Personnel Training and Professional Development line of the Trustees' budget be reduced by $7,325.

When several trustees expressed concerns and suggested consideration of the item be deferred, Mr. Gage requested and was permitted to withdraw his motion.

Moved by Mr. Darby: That the $50,000 Amalgamation Transition budget line be eliminated. **CARRIED**

(ii) Program Services
Dr. Cooke reviewed this area.

Moved by Mr. Darby: That the Temporary Assistance - Curriculum Development budget line be reduced by $25,000. **CARRIED**

(iii) Superintendents of Schools
Mr. Quinn spoke on this area.

Moved by Mr. Darby: That the Consumables line be reduced by $200,000.

Moved in amendment by Mrs. Bishop: That the Consumables line be reduced by $160,000. **CARRIED**

At this point, Mr. Paquin noted that this item should be considered under Elementary/Secondary.

The motion, as amended, was put to a vote and was **CARRIED**.

Advised that the position of Assistant Superintendent of Schools was vacant for 3 months and that budget was not spent, it was

Moved by Miss Cunningham: That the Total Remuneration line be reduced by $24,000. **CARRIED**

Moved by Mrs. Bishop: That the reduction of the School Budgets by $160,000 be reconsidered. **CARRIED**

Moved by Mrs. Bishop: That the reduction be $120,000. **LOST**

The Chairman noted that the time was approaching 23:00 hours and indicated she would entertain a motion to continue to meet past that time. There was no motion forthcoming.

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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DEC 18 1997
GOVERNMENT DOCUMENTS

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Not Present: Trustee Desmarais

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Interim Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Superintendent of Schools).

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:
Prior to addressing the agenda items, responses on the following issues were provided as follows:

Superintendent of Schools Budget
Vandalism

Moved by Mrs. Bishop: That the Consolidation Line - Vandalism Account - be reduced by $40,000.

Mr. Thompson clarified the budgeted amount of $50,000 for Superintendent of Schools is realistic. Last year's budget of $10,000 was not a realistic figure and a number of requests for repairs and replacements due to vandalism had to be denied.

Mrs. Veerman clarified the budget for vandalism amount under the Finance Department is for claims in excess of $25,000 which is different than the Superintendent of Schools vandalism budget.

Further clarification noted that all Superintendents have a budget for vandalism expenditures. The Administrative and Operational Services budget is the largest because any damage to a school structure comes from that budget. Stolen and/or broken equipment is charged to the Superintendent of Schools.

It was pointed out that the vandalism budget for Administrative and Operational Services last year was $305,000 and with the actuals at $252,000. The amount for the Superintendent of Schools for 1997 is approximately $300,000-$305,000.

The motion was put to a vote and was **CARRIED.**

Safe Schools (Elementary/Secondary)

Moved by Mrs. Bishop: That the Safe Schools Budget be reduced by $20,000.

Mr. Paquin and Mrs. Patenaude asked that this item be considered under exclusive jurisdiction.

When Mr. Thompson pointed out that 85% of this budget is for the Social Skills In-Service Training in the Secondary Schools, it was suggested that consideration be given to providing the in-service on P. D. Days to save the costs of teacher coverage.

The motion was put to a vote and was **CARRIED.**

The following clarification was provided in response to questions:
- the budget for Columbia Library Automation is shown on page 8 of the Superintendents of Schools budget
- travel allowances are for mileage, as per Board policy, for staff who travel from one site to another and is a contractual agreement.
- while the overall enrolment is decreasing, budgets for 'enrolment increases' are required for the opening and closing of classes

BUSINESS ARISING OUT OF THE MINUTES:
Presentation of Budgets by Supervisory Officers
(i) Administrative and Operational Services
Superintendent Gillie presented the budget for Administrative and Operational Services and reviewed the report in the budget binder.

Ms. Gillie clarified that in an attempt to align the figures, the amount of $77,328 was inadvertently added to the Rentals - Computers and Capital Leases. This amount should be deleted and would change the figure on page 1 from $2,426,000 to $2,348,716.

Moved by Mr. Hicks: That the Rentals - Computers and Capital Leases be reduced by $77,328.00 in the budget for Administrative and Operational Services. **CARRIED.**

Mrs. Bishop noted that she was having difficulty understanding this budget submission and, therefore, did not vote on the motion.

Clarification was given for the following:
Capital Furniture and Equipment
- while the actuals spent last year is $541,000 for leasing of classroom computers, the budget this year is $746,000. The Board is obligated to pay for the 3 year lease acquisition of its computers. If this line was decreased, it would mean a decrease in the acquisition of non-leased machines resulting in fewer new computers in the schools this year.

Contractual
- included in this line is the inspection and testing of fire extinguishers to ensure our licenses for this equipment
- there were a number that had to be replaced and it was proving more costly to do these testings and inspections one at a time rather than all at once
- the caretaking staff is now doing this inspection by order of the Fire Marshall
- the Fire Marshall's Office has approved a list of the schools where electric lighting will be addressed
- Ms. Gillie did not have the costs of the light and fire alarm inspections conducted during the summer of 1996

Telecommunications
- cost of the installation of Voice Mail was approximately $60,000.
- the budgeted figure includes a potential rate change for telephones and a report will come back to the trustees as required
- cell phones for some staff are considered necessary for safety reasons

Postage
- the cost of postage for all schools and the Education Centre is included in this budget line
- in the past, arrangements were made with the Post Office to hold the mail over the Christmas and Mid-Winter Break without charge; however, a charge for this service may apply this year

Software

- page 20 under Administrative and Operational Services shows the amount of $660,000, part of which is covered by the GEMS grant.
- the total allocation as shown on page 17 is $917,328 and the Ministry GEMS covers approximately two-thirds of this amount. If this amount is reduced, it could mean a reduction of approximately 200 computers.

As some of this areas regarding this issue were not clear, Miss Gillie agreed to bring back a more detailed report that will indicate the final grant figures and the 1997 budget expenditures.

Moved by Mrs. Bishop: That the Contractuals Budget be reduced by $50,000.

Miss Gillie agreed to provide a report on the number of roof inspections last year. The budgeted amount along with a list of the roof inspections to be done this year will be included.

When concern was expressed with reducing the budget in this area, Ms. Gillie confirmed that that even with the reduction, the current testing and inspections can still be completed as required.

The motion was put to a vote and was **CARRIED.**

Clarification was then given on the following:

- approximate cost of rewiring/replacing wiring on the schools' alarm systems is $72,000 from the budget of the Superintendent of Schools
- facilities renewal was moved to Capital from Current as advised by the Finance Department. This helped offset the cost of expenditures for Capital from Current.
- consideration is being given to a leasing program for Board vans and trucks given the age and conditions of the present vehicles
- the report to the April meeting of the Operations and Finance Committee will provide some information on the types of infrastructures that are in place at this Board and the Wentworth Board; officials were urged to ensure compatibility before other expenditures are made
- some of the budget for software was used for temporary assistance, i.e. contract programmers on three different occasions

During the discussions, concern was expressed regarding the "moving of money around" the various budgets, i.e. without Board approval or knowledge. While there was some support of and understanding for the officials attempting to meet the various needs from within the total budget, these changes and "reallotment of budgeted funds" makes it difficult for the trustees to follow and understand expenditures.

Some discussion took place on items listed on the "green sheets" but which were not necessarily in-camera items and could be distributed on "white sheets" in a public forum. The officials noted that traditionally salary and administrative positions have also been reported on green sheets.

Ms. Gillie then reported on the following:

- Page 1 of the Revenue page shows the breakdown cost for the C.O.W. grants which is not included in the Revenue or Revenue Grant numbers

Mr. Matier responded to a question that he has not received any information regarding the municipalities assuming responsibility for funding. He assured the members that he will report back on any information that is received.

Ms. Gillie concluded her report by speaking to the need for the replacement of an electrical engineer with a background in mechanical engineering. She relayed the following:

• in June, 1996, a consultant was appointed to work on the Energy Management Plan
• 2 positions became vacant and the consultant was paid from these salaries and the arrangement continued until December 31, 1996
• expenses for January, February and March, 1997, can be recovered from the Energy Management Plan
• assistance has also been received from one of the Site Leaders as well as outside sources to provide the required electrical service
• the Board is now coming to the end of Stage 1 for the Energy Management Plan and there is still a considerable amount of work to be done
• Ms. Gillie replied to a question that the intention is to prepare a posting to replace one of the two positions with someone with a background in electrical and mechanical engineering. Until then, assistance is being given on a short term basis

Human Resources

Superintendent Binns reviewed the Human Resources Budget and noted that $37,000 was moved from the Finance Budget to the Human Resources Budget. Built into this amount is the Substitute Employee Management System (SEMS) which he recommended be removed from the budget.

Dr. Johnston indicated he would like to make a motion to delete this amount from the budget.

The Chair was challenged in asking that the motion be held in abeyance until Mr. Binns was finished his presentation. The challenge was **LOST.**

At the conclusion of the presentation, it was moved by Dr. Johnston: That the Furniture-Equipment Budget (SEMS) be reduced by $70,000. **CARRIED.**

Clarification as follows was given:
• the budget under Contractual Fees is increased by $37,000 for the School Board Co-operative fee (was in the Finance Department Budget last year but is in the Human Resources Budget this year)
• substantial savings will result in a contracting of services now that the workload study has been implemented.

Moved by Miss Cunningham: That the Staff Development budget line be reduced by $7,000.

Miss Cunningham clarified that the intent of the motion is to reduce the budget by $7,000 and transfer $20,000 from the Reserves for the sole purpose of training the Site Leaders.

The motion was put to a vote and was **CARRIED.**

Following some discussion, Mr. Binns agreed to bring back a report on the savings resulting from the workload study.

Moved by Mr. Gage: That the Occasional Teachers budget line be reduced by $150,000.

Mr. Binns clarified the information for this line is on page 28 of the budget binder.

The motion was put to a vote and was **CARRIED.**

Moved by Dr. Johnston: That the Safety Supplies Budget be reduced by $12,000.

Mr. Binns responded that this proposed reduction is feasible.

The motion was put to a vote and was **CARRIED.**

Responding to a question why the temporary assistance budget was overspent, Mr. Binns noted that, when the position of Employment Equity Officer was not filled, it was felt that costs of the hiring temporary assistance staff were offset by the salary savings on the permanent payroll.

Mrs. Hill ruled that Mr. Binns should see direction regarding the redeployment of a .5 position at the next meeting of the Personnel and Organization Committee.

Financial Services

Mrs. Veerman reviewed the report and gave clarification on the following:

- debt charges have been revised to $4,499,073.
- the grant for Queen Mary renovations will not be received until 1998
- $440,000 is for software for upgrading payroll, financial, accounts payable and receivable
- part of this budget will involve the training of personnel
- $200,000 from Reserves will also be used with this amount for the upgrade of the software

Suggesting that a part of the software costs could be paid in September and the rest deferred until January, 1998, it was moved by Mr. Darby: That the Computer Software Budget be reduced by $200,000. **LOST.**

In clarifying the Tuition Fees, Mr. Sage reported that the Board is anticipating that there were approximately 885 tuition fee students last year; however, this number is expected to level off to approximately 850. These statistics are obtained from the enrolment reports on October 31st.

Moved by Mr. Darby: That the Tuition Fee Budget be reduced by $330,000.

Moved by Mr. Gage: That the Committee continue to meeting past 23:00 hours for the sole purpose of discussing Tuition Fees. Carried.

The motion was put to a vote and was **CARRIED.**

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

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OPERATIONS AND FINANCE COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

OPERATIONS AND FINANCE COMMITTEE
1997 04 08

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MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE
1997 04 08

Present: Trustees Hill (Chairman), Gage, Lowe, MacDonald, Rogers and Cunningham

Not Present: Trustee Desmarais.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Stewart and Wall

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent of Administrative and Operational Services), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

Mrs. Hill called the meeting to order and noted that regrets for being unable to attend this meeting were received from Mr. Desmarais.

GENERAL

Report re: School Councils - Input to Board

Mr. Matier reviewed the report attached to the agenda and the recommendations.

Moved by Ms. MacDonald: That the following Report re School Councils - Input to Board be received for information and that the following recommendation be approved:

(a) That the board approve the postponement of any further action on determining an organizational framework for school council input to Board until the new District School Board is in place.

Commenting on the responses to the survey from 43 school councils, it was suggested that perhaps the other 40 Councils that did not respond were unsure of their own roles.

Mr. Matier confirmed that Option A in the report has always been in place and assured the members that such will continue to be in operation.

Appreciation was expressed to the Director and his staff for their work in facilitating the establishing of the School Councils.

The motion was then put to vote and was **CARRIED.**

Verbal Response from the Officials to the Presentation by the Westdale School Council re: Technical Support for the Computers Within the Schools Across the City

Mr. Gage declared a conflict of interest and stated he will not be taking any part in this discussion nor vote on any motion regarding this issue.

Miss Gillie referenced the item under New Business on the agenda "Update on Technological Implementation Plan" which speaks to the overall picture of technology in our classrooms. Mr. L. Dixon, Manager, Computer Services, then spoke briefly in response to the presentation by the Westdale School Council.

Mr. Dixon began thanking the Westdale Council for their input and comments. The technicians that support computers in the classrooms work out of the 220 Dundurn building. Since the 1980's, the Board operated an Equipment Repair Service Department, in 1994, the

responsibility was assigned to Technical Services when the Curriculum Resources and Technology department was dissolved.

In the fall of last year, a pilot project was initiated which involved the technicians visiting the schools and repairing the equipment on site. This helped in alleviating the time wasted moving the equipment back and forth. However, it has also raised the expectations about what the technicians would accomplish while at the school.

Since a reduction of the elementary teaching staff, particularly the teacher-librarians, who, in most cases were computer site administrators, more pressure has been put on the computer technicians to service the machines in the schools. The introduction of the Internet into the schools added to the time pressures.

In response to the staff allocation, Mr. Dixon replied the Hamilton Board has one supervisor, 5 computer technicians and 1 audio-visual technician; clerical support is provided 2 days a week by Mr. Dixon's secretary. There is one technician to service all the administrative computers.

The Westdale presentation stated that the Wentworth County Board of Education had 12 technicians; however, Mr. Dixon questioned that number noting that there are 8 technicians - 5 for the Curriculum Program (school computer labs) and 3 for administrative (office machines).

Commenting on the "No Manuals" issue, Mr. Dixon informed the members that most of the software provided to the schools is licensed by the Ministry of Education and Training and this software does not come with manuals. It is the school's responsibility to order and pay for the manual and, while acknowledging this is somewhat awkward, it is the way the Ministry has set up the process.

In referring to the cost of a computer, Mr. Dixon noted the current price of a work station with Pentium processor is approximately $1,942.00. Experience has shown that clones fail more rapidly in the classrooms because of the intensive user time on the computers (up to 40 hours a week) and are not, therefore, advisable for purchase.

Mrs. Bishop recalled there was a concern with the loss of warranty by the time the computers are delivered to the schools.

Mr. Dixon concurred it took over 4 months to deliver 1,000 computers; however, IBM has agreed to extend the warranty by an additional 2 months for all computers acquired in 1996.

Mrs. Bishop commented on the "contracting out" as suggested in the Westdale presentation. While she could not support permanent additions, she suggested that "contracting out" during peak periods and providing additional clerical and other support for the technicians would be worth considering.

Moved by Mr. Darby: That the Verbal Response from the Officials to the Presentation by the Westdale School Council re: Technical Support for the Computers within the schools across the City be received for information. **CARRIED.**

NEW BUSINESS:

Presentation from Dr. E. C. Lalli re: Anaphylaxis in Schools

Dr. Lalli made a presentation regarding concerns around anaphylaxis in schools. At the conclusion of the presentation Mrs. Johnstone asked if the two deaths that occurred in Ontario happened in a school setting.

Dr. Lalli replied to a question regarding two deaths that occurred in Ontario that one incident took place in Algonquin Park. She was not certain of the circumstances of the other one although she did not believe it was in a school setting.

Terming anaphylaxis a dreadful disease, it was moved by Mrs. Lowe: That this presentation be referred to the officials for a report back. **CARRIED.**

Recommendation of the Director of Education and Secretary

Moved by Miss Cunningham: That the following recommendation of the Director of Education and Secretary be approved:

(i) That up to twelve students, one from each composite secondary school, be permitted to attend a Business Education Student Leadership Conference in Bolton, Ontario, 1997 05 14-15 (Wednesday to Thursday). **CARRIED.**

Update on Technological Implementation Plan

Superintendent Gillie reviewed the report and concluded her presentation by stating that new initiatives are not being proposed for 1997.

Mrs. Veerman clarified that a Reserve Account could not be established because the year end for 1996 had to be closed off; therefore, recommendation (c) should not be deleted from the recommendations for approval.

Mr. Gage declared a conflict of interest and stated he would not be taking part in any discussion nor voting on any motion regarding this matter.

Clarification was then given on the following:

- to date, discussion has not been entered into with the Wentworth County Board of Education regarding their payroll system.
- Administrative and Operational Services is currently reviewing all computer screens and what information they presently contain. Trustees will have access to the public information on the Student Information System (SIS) such as enrolment figures; however, other information is protected due to confidentiality.
- a pilot project to access the Ministry Report online is being considered.
- special education statistics will be available online
- acquisition of additional computers should be a low priority in comparison to addressing the obsolescence issue, particularly computers in the classrooms.
- more focus should be put on teacher and student use of the present computers.
- a payroll software package from the Ministry of Education will not be available until 1998
- three years ago there was a Provincial streamlining in relation to the Student Information System; but to date there is no other master system for school boards.

Mr. Matier confirmed that discussions related to technology will take place at the meetings with Wentworth County staff commencing with the 1997 04 15 meeting.

Information was then given on the following:

- the Board is developing a 3 year implementation plan in line with the Ministry's initiative of a 5 year implementation plan for technology
- Appendix "C" in the report addresses future considerations which will help the Board reassess its priority regarding technology, including a "Help Line" as suggested in the presentation by the Westdale School Council (March, 1997).

Moved by Miss Cunningham: That the following Update on Technological Implementation Plan be received for information and that the following recommendations be approved:

(a) The Technological Implementation Plan update be received for information.

(b) The summary of estimation for 1997 be approved, subject to Budget Review.

(c) The focus for 1997 be to complete the three year plan for classroom computer acquisitions, prepare for classroom priorities for the next three years, and prepare to align the infrastructure for the classroom and office in association with directions for the operation of the new school board.

Mrs. Bishop asked that the recommendations be dealt with separately.

Clause (a) was put to a vote and was **CARRIED.**
Clause (b) was put to a vote and was **CARRIED.**
Clause (c) was put to a vote and was **CARRIED.**

Update on the Ontario Member School Board Corporation (O.M.S.B.C.)

Mr. Matier reviewed the report.

Miss Cunningham felt that the articles of the Corporation, as presented in the report, needed further clarification.

Mr. Matier agreed to ask legal counsel for a review of this document and suggested a workshop could be scheduled for the Trustees to receive this information. He assured the members that whatever decision the Corporation makes is not binding for this school board.

Moved by Mr. Stewart: That this item be tabled until a workshop can be held for further information with appropriate legal counsel present. **CARRIED.**

Report re O.M.S.B.C. Initiative -- School Bus Messaging

Mr. Matier reviewed the report.

Moved by Miss Cunningham: That the Report re O.M.S.B.C. Initiative -- School Bus Messaging be tabled. **CARRIED.**

Verbal Update on the Local Transition Committee

Mr. Matier reviewed the report and informed the members that there is no new information on the establishment of the local transition committees. The meeting scheduled last week was cancelled.

T-Ball Diamond on the grounds of Prince Philip Elementary School

Mrs. Bishop asked that this item be withdrawn as it did not require discussion at this time.

Request for Liquor License-Scott Park Secondary School 30th Anniversary-1997 05 09

Moved by Mr. Stewart: That Scott Park Secondary School be granted permission to obtain a liquor permit for their 30th Anniversary to be held on Friday, 1997 05 09. **CARRIED.**

Report of the Special Education Advisory Committee

Moved by Mrs. Bishop: That the following Report of the Special Education Advisory Committee be received for information and that the following recommendation be approved:

(a) That the Special Education Advisory Committee request that the Board investigate alternatives to acquire an appropriate chair lift suitable for a secondary school to be located at Westmount Secondary School.

While there was concern expressed that approving this recommendation would create an expectation that something would be done to see that this request is accommodated, Mrs. Bishop clarified that the Special Education Advisory Committee is aware of the Board's financial situation and that is why they felt that investigating alternatives would be appropriate.

Mr. Mulholland recalled making the motion at SEAC that this school be made accessible and did not recall asking that the Board investigate alternatives. Mr. Mulholland felt strongly that each school should be accessible to the handicapped.

The motion was put to a vote and was **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education and Secretary

Moved by Miss Cunningham: That the following recommendations of the Director of Education and Secretary be approved:

(a) That the following trip requests be approved:

(i) Dalewood, Grade 8 (Camping Trip, Bracebridge, Ont.) 1997 05 07 to 09 (Wednesday to Friday)

(ii) G. L. Armstrong, Grade 6 (Camp Wanakita, Haliburton, Ont.) 1997 05 20 to 23 (Tuesday to Friday)

(iii) G. L. Armstrong, Grade 8 (Ottawa Trip, Ottawa, Ont.) 1997 05 21 to 23 (Wednesday to Friday)

(iv) Hess Street, Grades 1 to 6 (Camp Wanakita, Haliburton, Ont.) 1997 06 16 to 18 (Monday to Wednesday)

(v) Linden Park, Grades 2 to 3 (Visit to Children's Museum, London, Ont.), 1997 06 05 (Thursday)

(vi) Ryerson, Grade 8 (Camping Trip, Minden, Ont.), 1997 05 06 to 09 (Tuesday to Friday)

(vii) Viscount Montgomery, Grade 7; (Parliament Buildings, Ottawa, Ont.), 1997 06 23 to 25 (Monday to Wednesday)

(viii) Barton, Grades 9 to OAC (Track and Field Meet, London, Ont.), 1997 04 26 (Saturday)

(ix) Barton, Grades 9 to OAC (Cheerleading Championships, Kingston, Ont.), 1997 05 02 to 04 (Friday to Sunday)

(x) Barton, Grades 9 to OAC (Track and Field Meet, Brockville, Ont.) 1997 05 09 to 10 (Friday to Saturday)

(xi) Hill Park, Grades 11 to OAC (Stratford Theatre, Stratford, Ont.) 1997 10 10 (Friday)

(xii) Sir Allan MacNab, Grades 6 to 10 (Track Meet, Brockville, Ont.); 1997 05 09 to 10 (Friday to Saturday)

(xiii) Westmount, Grades 9 to OAC (Track and Field Meet, Brockville, Ont.) 1997 05 09 to 10 (Friday to Saturday)

CARRIED.

Secondary School Students Enrolled in 1-2 Credits

Mrs. Bishop asked that this be deleted from the agenda as she had received an answer to her concerns.

Report from the Officials re Ryckman's Corners School Council Letter and Other Twinned Schools

Assistant Superintendent Thompson reviewed the report.

Mr. Thompson replied to a question that, as a result of the twinning, the salaries of six principals plus benefits totaling approximately $450,000 a year were the savings.

Moved by Mrs. Bishop: That the following Report from the Officials re Ryckman's Corners School Council Letter and Other Twinned Schools (referred at March, 1997 Board) be received for information and the following recommendations be approved subject to Budget approval:

That the Report from the Officials re Ryckman's Corners School Council Letter and Other Twinned Schools (referred at March, 1997 Board) be received for information and the following recommendations be approved:

(a) That secretarial assistance be increased to 0.7 in three twinned sites.
(b) That .2 release time be provided to the principal assistant in the two largest twinned sites.

Discussion took place on the advantages and disadvantages of twinned schools and the following points were noted:

- commendation for the letter from Ryckman's Corners particularly since it concerned the safety of the students
- in referring to the safety concerns, it was suggested that the Board address similar concerns such as times when the principals are out of the schools doing other activities for the schools
- support for an adult in the school office at all times was supported.
- when twinning schools, consideration should be given to the selection of the twinned schools i.e. same campus, timetable scheduling, student populations, etc...

At Mrs. Wall's request, the clauses were voted on separately.

Clause (a) was put to a vote and was Carried.
Clause (b) was put to a vote and was Carried.

Report re Spring 1997 Student Health Needs Assessment - Hamilton Wentworth Regional Public Health Department

Moved by Mrs. Bishop: That the following Report re Spring 1997 Student Health Needs Assessment be received for information and that the following recommendation be approved:

(a) That the Hamilton Board of Education grant approval to the Hamilton-Wentworth Regional Public Health Department to administer a questionnaire on tobacco use and substance abuse to students from selected secondary schools.

Some concerns regarding the last two questions on the questionnaire were raised and their relevancy questioned.

The motion was put to a vote and was **CARRIED.**

The Committee then met in-camera and the following action was taken:

GENERAL

Verbal Update on Cancellation of the Sale of 220 Dundurn

Moved by Mr. Stewart: That the Verbal Update on the Cancellation of the Sale of 220 Dundurn Street South (Warehouse) be received for information. **CARRIED.**

Contracts for Supervisory Officer

Moved by Miss Cunningham: That the Chairman of the Board, with the assistance of Deborah Russon, Manager of Employee Relations, meet with the lawyer to draw up appropriate contracts for those senior officials serving in acting/interim positions. **CARRIED.**

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

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GOVERNMENT DOCUMENTS

S OF THE SPECIAL MEETING OF THE
ATIONS AND FINANCE COMMITTEE
1997 04 09

Chairman), Lowe, Rogers and Cunningham

Not Present: Trustees Desmarais, Gage and MacDonald.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools) F. Cooke (Interim Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language) and K. Bain (Interim Assistant Superintendent of Schools).

The Chairman noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais and Johnstone.

GENERAL

Business Arising out of the Minutes

Presentation of Budgets by Supervisory Officer

•Financial Services

Mr. Sage, Manager, Property, Audit and Assessment, informed the members that an appeal to the insurance company regarding a reduction in the 1997 premium has resulted in a $10,000 credit.

Moved by Mr. Mulholland: That the Fees and Contractual: Insurance budget line be reduced by $10,000. Carried.

In response to a question regarding the surplus shown in the legal fees budget line, Mr. Sage explained that the 1996 budget included the anticipated cost of an on-going arbitration case that was expected to be resolved by the end of that year. However, the hearings were postponed to February, 1997 and the expense will now be charged to the 1997 budget.

Mr. Sage confirmed for Mr. Stewart that a $25,000 reduction would see that budget line exhausted by the end of June.

Recognizing that the revenue in the supplemental taxes budget line was been greater than anticipated in 1996, Mrs. Bishop questioned the possibility of reflecting a higher figure this year.

Mrs. Veerman assured the members that the figure shown is what the City has estimated; if that figure changes throughout the year, it is adjusted in our budget accordingly.

Mrs. Veerman responded to a question that the actuals for printing reflect the use of existing forms and supplied that were on hand; the 1997 projected budget reflects what is anticipated will be needed in this year.

Moved by Mr. Darby: That the Books/Films and Software - Computer Software budget line be reduced by $109,000.

When it was explained that this amount was essential to purchasing software that would be compatible with the new payroll/budget system and without it the work would have to be done manually, Mr. Darby asked to withdraw his motion. The members agreed.

Responses from officials

List of projects funded under Capital from Current (1996)
When Mrs. Bishop questioned including the grants for the masonry programs in the 'actuals' figure, thereby suggesting that the budget is overspent, Ms. Polidori, Manager, Financial Services, informed the members that this represents the end of a period of financial accounting whereby the government required this method of showing the total expense, including the grantable portion. Both she and Mrs. Veerman assured the members that this kind of expenditure will be accounted for differently in the future.

In answering some questions, Ms. Gillie noted that the Board has been eligible for only $50,000 in grants for asbestos removal. She added that staff are presently reviewing the application for the work at Glendale Secondary School with the view to re-submitting it for re-consideration. However, if the Board is successful in demonstrating its eligibility, it will not impact on the 1996 budget but could impact on 1997.

Ms. Gillie responded to a further question that asbestos charges are shown on page 1 of the agenda; within the Repairs, Buildings and Grounds budget (another section of her budget), asbestos is accounted against the nature of the work that takes place.

Miss Cunningham indicated that she would like to know exactly what are the total costs for asbestos.

Mr. Mulholland asked for information about the labour costs for the Asbestos Removal Team and the additional costs for the asbestos work done by contractors (including their hourly rate).

Ms. Gillie noted that the five-year Ministry grant to the Hamilton Board for asbestos removal is coming to an end. Based on the fact that the Hamilton Board has a significantly greater problem in this area than most Boards, an application for another major grant is being prepared.

Number of staff that might be affected with the Shut-down Initiative
Mr. Binns reported the following relative to our staff who would be subject to loss of pay (insufficient holiday allotment):
CUPE, Local 1344, Caretaking staff - 40% or 160 employees
PASS, administrative and support staff- 26% or 22 employees
OUST, Office, Clerical and Technical - 27% or 60 employees
OPEIU, Secondary Office, Clerical and Technical - 29% or 21 employees
Total - 263 out of 804 or 32% of the workforce

Moved by Mr. Mulholland: That no action be taken on this item.

During consideration of the motion, it was noted that:
- a shorter shut-down period (2 weeks) would be more appropriate
- the middle of July/August could be acceptable
- a shut down period is untenable in terms the impact on our lowest paid workers

The motion was put to a vote and was Carried.

Inspecting/Testing
Ms. Gillie, in response to a question from the 1997 04 07 meeting, confirmed that work for inspecting/testing is tendered.

Computer Hardware/Software

Information relative to "Summary of Budgets for Instructional and Administrative Computers" was distributed.

In recognition of the information at the bottom of that page that $215,000 is owing to the Board for internet installation, it was moved by Mr. Darby: That the Rentals - Computer Equipment budget line be reduced by $215,000. Carried.

Moved by Mrs. Bishop: That the Software, Office budget line (Administrative and Operational Services) be reduced by $107,000.

Mr. Dixon, Manager, Technical Services, indicated that this would impact on the E-mail system connections and the purchasing of computer software suits.

Moved in amendment by Mr. Darby: That the budget be reduced by $50,000.

Mr. Dixon indicated that E-mail connections would continue but the acquisition of software suits would be reduced.

The amendment was put to a vote and was Lost.

The motion was put to a vote and was Lost.

Mr. Dixon responded to a question that two of the Temporary Assistance Invoiced positions are expected to be concluded in June.

Moved by Mrs. Bishop: That the Temporary Assistance Invoiced (Administrative and Operational Services) budget line be reduced by $50,000.

Mrs. Veerman clarified that there are two classifications of temporary assistance: one is included in the salaries/wages budget line - these people are on the Board's payroll and regular deductions (CPP, income tax) are required to be taken; the other is shown on the supplies/services budget line - these people re not considered 'employees' nor are they on the Board's payroll; rather, the company for whom they work is billed.

Mrs. Veerman indicated she would have to check what other superintendencies had temporary assistance invoiced budget lines.

Miss Cunningham asked for a total figure of the costs for temporary assistance invoiced and Mr. Hicks asked that 'savings' in benefits, etc. be included in the costing.

The motion was put to a vote and was Carried

Cleaning Services - Impact of CUPE Agreement

Mr. Binns reported that the impact of the collective agreement reached with CUPE, Local 1344, is an annual reduction of $47,334 (from $235,830); however, the workload formula was implemented as of 1997 04 01 so that the savings in 1997 is $35,500.

Mr. Mulholland objected to this discussion as there was a item on the 1997 04 10 Personnel and Organization Committee agenda that could impact these figures.

When Mrs. Hill noted that Mr. Binns was responding to a request for these figures, it was moved by Mr. Mulholland: That this agenda item be tabled.

Following some discussion on the impact of decisions pending at Standing Committees during budget deliberations, Mrs. Hill cited last year's decision on the reduction of elementary teachers after the budget process was completed. Therefore, she ruled that actions taken by Standing Committees are independent of the budget process.

Mrs. Hill noted it will be the Committee's decision relative to the tabling motion - holding budget deliberations in this area pending action by a Standing Committee, or voting in opposition and permitting deliberations to continue.

The motion was put to a vote and was Lost.

Moved by Miss Cunningham: That Cleaning Services budget line be reduced by $35,500. Carried.

Use of Reserve Funds

Mrs. Veerman responded to a question from the previous meeting that any expenditure of reserves for a purpose other than that for which it was established must receive approval of the Minister of Education and Training.

Moved by Mr. Darby: That the amount of $3,000,000 be taken out of the Reserve for Working Funds and placed into the 1997 budget.

In response to a question relative to the recent history of reserve funds, Ms. Polidori noted that the Mill Rate Stabilization Fund had $5,723,000 as of 1994 01 01; $4.5 million was withdrawn in 1994 and $1.4 million in 1995.

Trustees opposed to the motion cautioned:
- this direction was short-sighted and termed it a quick fix
- these funds are needed for the day-to-day operations of the Board
- against being irresponsible about the internal financing of this Board
- the amount being reduced is too high

In response to a question, Ms. Polidori estimated that, at a estimated rate of interest at 5%, the financing costs for borrowing in place of the reserve is $40,000 for 9 months of the year.

Those in favour of the motion suggested:
- this was a diversion from how the Board has always done business
- accessing a line of credit could be considered a good investment with the low interest rates
- the loss on the revenue side is minimal
- use of the reserve will reduce the cost of education to the local tax payer
- this budget year is unique and reducing other reserve funds should be considered

Moved in amendment by Canon Rogers: That $1.5 million be removed from the Reserve for Working Funds. Lost.

The motion was put to a vote and was Carried.

Moved by Miss Cunningham: That the interest expense budget line be increased by $120,000. Carried.

Moved by Miss Cunningham: That Mill Rate Stabilization Reserve fund be reduced by $53,415 plus accumulated interest and that the reserve be collapsed. Carried

In discussing the Retirement Gratuity Reserves, it was noted that:
- the current fund is $1,884,813
- $2,048,708 is being added in this budget
- retirement gratuity reserves is not a common practice among other boards in the province; rather, Board's budget for their gratuity expenditures in the current year's budget
- an average of $3.2 million per year has been the actuals over the past 10 years

Moved by Mrs. Bishop: That the Retirement Gratuity Provisions be reduced by $1,000,000.

Mrs. Hill noted that the reserve fund would be depleted during this budget year and the gratuity payments in 1998 would have to be funded from the 1998 working budget.

Those opposed to the motion cautioned that:
- the Ministry has indicated its intention to offer an Early Retirement Incentive Plan next year for teachers which will have greater impact on next year's budget.
- the reserves provide some flexibility in the Board's budget and to deplete the fund now would be foolish

Those in favour of the motion felt that the current budget is what has to be considered. The more common practice of budgeting for a "rollover factor" rather than establishing reserves was again cited as a viable budgeting option.

During discussions, Mrs. Hill drew the members' attention to the fact that $3 million was taken out of Line 1 for the "rollover savings" and then $2.8 million added to the expenditure line for the gratuities.

At Mr. Hicks' request, the motion was put to a recorded vote and was Carried. Those in favour: Trustees Johnston, Orban, Bishop, Patenaude, Paquin, Stewart and Mulholland; those opposed: Trustees Cunningham, Lowe, Rogers, Hicks, Wall and Hill. Abstention: Trustee Darby.

Mrs. Hill then announced that there was no longer a quorum of Committee members.

The meeting then adjourned at 22:15 hours with Trustees Hill, Rogers and Cunningham present.

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Chairman

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OF THE SPECIAL MEETING OF THE ONS AND FINANCE COMMITTEE
1997 04 14

URBAN MUNICIPAL
DEC 18 1997
GOVERNMENT DOCUMENTS

Present: Trustees Hill (Chairman), Lowe, MacDonald, Rogers and Cunningham.

Not Present: Trustees Desmarais and Gage.

Also Present: Trustees Bishop, Darby, Hicks, Johnstone, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), P. Gillie (Superintendent of Administrative & Operational Services), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools - French As A First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools)

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Response from Officials
(i) Use of Reserve Funds
Mrs. Veerman reported on this item.

Mrs. Veerman responded to a question that $150,000 in Capital Reserves from the sale of properties could be used to offset expenditures.

Moved by Mr. Darby: That $150,000 be transferred from Capital Reserves to offset Budget Expenditures.

Mrs. Veerman further clarified that, if this is approved, the Mill Rate Stabilization Reserve Fund would be at a zero balance. There are other monies in the Reserve Fund; however, Ministry approval would be required to use them.

Mrs. Veerman confirmed that the $150,000 would have to be used for Capital Projects.

The motion was put to a vote and was **CARRIED.**

In response to a question, Mrs. Veerman noted that, under the Education Act, any monies acquired through rental of properties, over and above expenditures must be transferred to the Capital Reserve Fund.

Referral
Review of Temporary Position - Telephone Receptionist
Mr. Mulholland declared a conflict of interest and stated he would not take part in any discussion or vote on this issue.

Moved by Canon Rogers: That the Supplies & Services Line (Administrative and Operational Services) be reduced by $29,000 and that this be transferred to the Temporary Assistance Line (Administrative and Operational Services) for the position of Telephone Receptionist until the end of the year.

Discussion took place on making this a permanent position and transferring the money to Salaries & Wages.

Moved in amendment by Mr. Stewart: That the position of Telephone Receptionist become a permanent position. **LOST.**

The motion was put to a vote and was **CARRIED.**

Other Considerations

Junior Kindergarten - alternate delivery - requested by Mr. Hicks [Elementary/Secondary]

Moved by Mr. Hicks: That the Salary Committee investigate a model to deliver the JK program differently than what is presently in place.

Referencing the Ministry's pilot project in a JK program in Ottawa, Mr. Hicks clarified that he hoped this would result in a co-operative effort between the Federation and the Board in possibly delivering the JK program within a different model.

Ms. Russon, Manager, Employee Relations, clarified the following for the members:

- the Board is currently at Fact Finding with the Elementary Teachers' Federation
- this issue was not on the table at the time Fact Finding was initiated
- if the motion was approved, there could be a legal challenge by the Federation under the above circumstances
- if negotiations were to proceed but no agreement on an alternative reached, then the current model of Junior Kindergarten would prevail

Recalling that a motion that no further action be taken on the JK program during these budget deliberations was adopted at a previous meeting, Canon Rogers challenged the Chair for accepting Mr. Hicks' motion. The challenge was sustained.

The Chairman suggested Mr. Hicks consider putting this item on the May Agenda of the Operations and Finance Committee.

Trustees' Budget - requested by Mrs. Wall

Moved by Mrs. Wall: That the Trustees' Professional Development Budget be reduced by $5,000.

Mrs. Wall clarified the monies left in this budget could be prorated among the Trustees according to what was spent to date.

The motion was put to a vote and was **LOST.**

Moved by Mrs. Wall That the Supplies & Services Line in the Director's Budget be reduced by $7,000.

Mr. Stewart clarified that this budget is used to bind the Board minute books and referenced the current backlog of 5 years.

Mrs. Wall asked to WITHDRAW her motion and the members agreed.

Additional teaching staff - requested by Trustee Bishop

Miss Bond responded to questions that the position for the Secondary Program Career Resource Centre is actually two positions. There was a full time position which the former Director seconded for the Secondary School Consolidation proposal; .5 is for the Career Centre and the other .5 is a position within the Program Department.

Miss Bond replied to a question that .5 is recoverable but the other .5 is not.

Trustee Bishop asked that this information be specified more clearly for the trustees in the future.

Severance - Trustees - requested by Mr. Stewart

Moved by Mr. Stewart: That $94,000 be placed in the Trustees' Budget for a Severance package for Trustees.

Mr. Stewart stated there is precedence in that other elected officials are offered severance packages when they leave office.
After several trustees spoke in opposition to the motion, Mr. Stewart asked for a recorded vote.

The motion was put to a recorded vote and was **LOST.** Those in favour: Trustee Stewart; those opposed: Trustees Lowe, Cunningham, Rogers, Johnstone, Bishop, Orban, Hicks, Wall, Darby, Patenaude and Mulholland. Trustees Hill and Paquin abstained.

Reallocation of costs from Contract Cleaning Services to Permanent Salaries - requested by Trustee Hill.
At Mrs. Hill's request, Canon Rogers assumed the Chair.

Trustee Hill stated that at the regular meeting of the Personnel & Organization Meeting on April 10, a motion was adopted that the cleaning of Sir Allan MacNab and Highview become the responsibility of the Board's CUPE Local 1344 employees and that the work schedule for those schools be in concert with the workload study. The total cost for this is $188,606; therefore, Mrs. Hill asked that this money be transferred from Contract Services to Salaries and Wages.

Moved by Trustee Hill: That $188,607 be transferred from Contract Services to Line 1 and Salaries and Wages.

Lengthy discussion took place and clarification was given on the following:

- a decrease of $35,500 (motion passed at the special meeting of Operations & Finance on April 9) left a balance in Contract Services of $200,384.00
- the costs of cleaning are as follows for the sites listed below:

$111,146	- Sir Allan MacNab
$ 56,576	- Highview
$ 24,650	- Fairview
$ 0	- Mohawk
$ 2,351	- Limeridge
$ 33,308	- Dundurn
$ 7,853	- Christie

Totalling - $235,884.00

- the costs for the Board's caretaking staff, based on a June 1st implementation according to the Workload Study, would be the following for 1997:

$104,558.35	- Sir Allan MacNab
$ 67,458.03	- Highview
$ 10,685	- Fairview
$ 2,351	- Limeridge
$ 33,308	- Dundurn
$ 7,853	- Christie

Totalling - $226,213.39

•the 1998 projected figures to maintain the Board's caretaking staff at Sir Allan, MacNab and Highview are as follows:

$111,450.09	- Sir Allan MacNab
$ 77,157.76	- Highview
$ 10,685	- Fairview
$ 2,351	- Limeridge
$ 33,308	- Dundurn
$ 7,852	- Christie

Totalling - $242,804.85 including benefits

Mr. Mulholland pointed out the cost difference in maintaining the Board's caretaking staff for cleaning services is approximately $26,000 for this year. He felt this should be put back into the budget so that the Board can maintain its own caretaking staff and have added services with the contract cleaners.

Based on the discussion, Mrs. Hill asked to WITHDRAW her motion and the members agreed.

Moved by Mr. Mulholland: That $26,213 be placed in Lines 1 and 2 to make up for the shortfall of contracting in house cleaning services at Sir Allan MacNab and Highview Schools.

A recorded vote was requested.

The motion was put to a recorded vote and was **CARRIED.** Those in favour: Trustees Johnstone, Orban, Hicks, Wall, Rogers, Stewart and Mulholland; those opposed: Trustees Cunningham, Hill, Bishop and Darby. Abstentions: Trustees Lowe and MacDonald .

Mrs. Hill resumed the Chair.

Option Courses for Secondary - requested by Ms. Orban

Ms. Orban asked if there will be a reduction in the number of options being offered this year based on the number of teachers retiring from the secondary schools.

The Chairman ruled that this item should be discussed at a standing committee meeting as it does not have any relevance to these budget deliberations.

Ms. Orban agreed to ask that this be put on the Program Committee agenda.

Freezing of Conferences - requested by Ms. Orban

Ms. Orban felt this should be seriously considered particularly with amalgamation and suggested now is the time to utilize the expertise of the staff who have attended conferences by asking that they share this resource. She suggested that there be a freeze on conferences until the end of 1997.

Moved by Ms. Orban: That $50,000 be removed from the conference budget. **LOST**

Salaries and Wages - Human Resources - $4000 reduction for re-deployment of .5 F.T.E. - requested by Trustee Hill

Moved by Mrs. Bishop: That the Human Resources Budget be reduced by $4,000 for the redeployment of .5 F.T.E. **CARRIED.**

Other

Mrs. Bishop asked if the additional Educational Assistants have been included in the budget estimates.

Miss Bond clarified the adjustment will be from April 1st to September 1st or approximately $45,000 savings since the additional EA's will not be appointed until September.

Moved by Trustee Bishop: That $45,000 be removed from the Human Resources Budget. **CARRIED.**

Moved by Trustee Bishop: That $5,000 be removed from advertising for Adult & Continuing Education.

Miss Bond clarified that the Principal of Adult and Continuing Education tried to find alternative ways to advertise for this program; however, while less costly, it also proved less effective.

Mrs. Bishop asked to WITHDRAW her motion and the members agreed.

Moved by Mrs. Bishop: That 20 elementary teachers be added at a cost of $354,000 for September, 1997. **[Elementary/Secondary]**

Ms. Russon replied to a question that the annualized cost of this motion would be $885,000.

Citing there were negotiating implications to the motion, it was moved by Mr. Darby: That the Committee meet in-camera.

Mrs. Wall challenged the chair in accepting the main motion and the challenge was Lost.

There were not further questions on the motion itself and the Committee did not go in-camera.

Mrs. Veerman replied to a question that, based on reductions to date, the budget is currently at a 1.65% mill rate increase over 1996.

A recorded vote was requested.

The motion was put to a recorded vote (under Elementary/Secondary) and was **LOST.** Those in favour: Trustees MacDonald, Rogers, Bishop, Wall, Stewart and Mulholland; those opposed: Trustees Cunningham, Darby, Lowe, Johnstone, Orban, Hicks and Hill.

Moved by Mrs. Bishop: That 10 elementary teachers be added at the middle school level at an additional cost of $117,700.

Mr. Darby called the question and it was Carried.

The motion was put to a vote and was **LOST.**

Mrs. Hill asked about the TIPP Grant.

Miss Gillie explained that $95,000 of that grant was applied to the 1996 budget which offset expenditures for Administrative and Operational Services. The last part of that grant has not been utilized because the project is not completed; however, Miss Gillie believed the expenditures could be reduced by $30,000 for 1997.

Moved by Mr. Darby: That $30,000 be reduced in Revenues for Administrative and Operational Services. **CARRIED.**

Mrs. Veerman replied to a question that the an additional 2.6 million dollars would need to be taken out of the budget to reach a 0% mill rate increase.

At Mrs. Hill's request, Miss Cunningham assumed the Chair.

Mrs. Hill asked for clarification on an article she read that the Board will receive $800,000 in Revenue from Visa Students.

Mr. Matier clarified that the figure in the newspaper was what was anticipated at the start of the new school year. Citing the pending report to the trustees on a visa student recruitment policy, he stated he would be concerned about including these figures in the budget as revenue until a recruitment policy has been approved.

There being no further items on the public agenda, it was moved by Mr. Darby: That the Committee meeting in-camera. Carried.

The Committee met in-camera and the following action was taken:

Transportation

Moved by Mr. Stewart: That the verbal report on Transportation be received for information and that $250,000 removed from the transportation budget.

Temporary Vacancies

Noting that the Public Relations Officer position remained vacant for three months, it was moved by Mrs. Bishop: That the $12,500 be removed from the Salary and Wages budget line. Carried.

When advised that a reassignment within the Finance Department had a temporary savings, it was moved by Ms. Orban: That $8,000 be removed from the Finance budget. Carried.

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

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URBAN MUNICIPAL
DEC 18 1997
GOVERNMENT DOCUMENTS

Present: Trustees Hill (Chairman), Gage, Lowe, MacDonald, Rogers and Cunningham.

Not Present: Trustee Desmarais.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Korz, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns, Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Interim Superintendent of Schools), R. Lavoie (Superintendent of Schools -French as a First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Chairman noted that regrets for being unable to attend this evening's meeting were received from Trustee Desmarais.

GENERAL

Report from the Officials regarding the Request to Construct a T-Ball Diamond on Prince Philip School Property

Ms. Gillie and Mr. O'Connor, Manager, Design Services, presented the report.

Moved by Mrs. Bishop: That the Report regarding the request to construct a T-Ball Diamond on Prince Philip School property be received for information and the following recommendation approved:

(a) That approval to enter into a joint use land agreement with the City of Hamilton for the construction of a T-Ball diamond on Prince Philip School property be given contingent upon Board requirements as follows:

(i) that the Board receives official notification from Ontario Hydro that the property use agreement with the City has been approved;
(ii) the City to flip the diamond so that home plate is north-west (to ensure that balls are hit to the south-east and therefore away from the homes on the west side of Rifle Range Road);
(iii) the agreement is renewable on an annual basis

Noting that the request for an extra t-ball diamond has been around for many years and that for various reasons it has never come to fruition, Mrs. Bishop pointed out that her motion deleted the two bullets from Option 4, Appendix C as follows as she felt they were obstructive to the City's plans:

- construction and commissioning of the T-Ball diamond shall not commence before the completion of the parking lot;
- the City is required to maintain the grass on the entire site

Mr. O'Connor responded to a question that, while the City has not demonstrated a willingness to cut the grass on the entire site, they will control over 75% of the turf area on the property once the diamond is built.

Believing it was a reasonable request to make of the City, it was moved in amendment by Mr. Darby: That the following bullet be added to the motion: - the City is required to maintain the grass on the entire site

During discussions, Mr. O'Connor offered that expecting the City to complete the parking lot prior to installation of the diamond is not unreasonable.

Moved in amendment to the amendment by Mr. Darby: That the following bullet be added to the motion: • commissioning of the T-Ball diamond shall not commence before the completion of the parking lot

It was noted that the amendment to the amendment deleted the words "construction and" from the original bullet in the report.

The amendment to the amendment was put to a vote and was Carried.

Speaking to the amendment, Mr. O'Connor indicated that the lot size is 5 acres; the City is asking for 2.5 acres. If the paved areas for the playground, parking lot and buildings are excluded, the City would have control over 75% of the turf area of the property. He submitted that the cost to the city to assume the costs for maintaining the grass on the entire site would be negligible.

Brief discussion took place on the appropriateness of making the grass maintenance an issue. While it was suggested that the Board has worked in an obstructionist rather than constructive manner with the City over this project, tough but co-operative negotiations between the staffs of the Board and the City were encouraged.

The amendment was put to a vote and was Carried.

The following motion, as amended, was put to a vote and was Carried:

That the Report regarding the request to construct a T-Ball Diamond on Prince Philip School property be received for information and the following recommendation approved:

(a) That approval to enter into a joint use land agreement with the City of Hamilton for the construction of a T-Ball diamond on Prince Philip School property be given contingent upon Board requirements as follows:

(i) that the Board receives official notification from Ontario Hydro that the property use agreement with the City has been approved;

(ii) commissioning of the T-Ball diamond shall not commence before the completion of the parking lot;

(iii) the City to flip the diamond so that home plate is north-west (to ensure that balls are hit to the south-east and therefore away from the homes on the west side of Rifle Range Road);

(iv) the agreement is renewable on an annual basis

(v) the City is required to maintain the grass on the entire site

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

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URBAN/MUNICIPAL
CA4 ON HBL W26
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1997

MAY 1997

OPERATIONS AND FINANCE COMMITTEE

URBAN MUNICIPAL

DEC 11 1997

GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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1997 05 06

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MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE
1997 05 06

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative & Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustees Johnston, Johnstone, Paquin and Patenaude.

Moved by Canon Rogers: That the minutes of the special meeting of the Operations & Finance Committee held on 1997 04 10 be approved

At Mrs. Hill's request, Ms. MacDonald assumed the Chair.

Mrs. Hill pointed out that the special meeting held on 1997 04 10 was convened in-camera. Recalling that the Chair was challenged when she declared the meeting public and the challenge was upheld, Mrs. Hill asked that the minutes be amended to reflect this sequence.

Moved in amendment by Mrs. Hill: That the minutes of the special meeting of the Operations and Finance Committee held on 1997 04 10 be amended to reflect that a challenge to the Chairs' ruling that the meeting should be held in public was sustained. **CARRIED.**

The motion, as amended, was put to a vote and was **CARRIED.**

Mrs. Hill resumed the Chair.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Verbal Response from the Officials to the Presentation by Dr. Lalli re Anaphylaxis in Schools

Miss Bond stated that principals have been working on a policy statement on this issue for the past three months. The draft statement will be vetted through Dr. Lalli and other parents and it is anticipated that there will be a policy in place for use in the schools by September.

Miss Bond confirmed that parents are advised of this draft policy and procedures as required.

Ms. Orban wanted to ensure that children with these allergies are being protected until such time that a policy is in place.

Miss Bond clarified that the schools are very much aware of policy development and have been asked for their input.

It was agreed that: The Verbal Response from the Officials to the Presentation by Dr. Lalli re Anaphylaxis in Schools be received for information.

NEW BUSINESS:

1996 Annual Audited Financial Statements for The Board of Education for the City of Hamilton

Ms. I. Polidori, Manager, Financial Services, introduced and reviewed the Annual Audited Financial Statement. In attendance were the auditors for the Hamilton Board of Education: Mike Collyer and Lou Celli.

Mr. Collyer concluded the presentation and stated he would answer any questions from the members.

M. Collyer replied to a question that a statistical sample on expenditures is performed to verify that funds spent have been authorized by the Board.

Mrs. Bishop expressed interest in and wanted to confirm that expenditures have been authorized through the proper channels. Commenting it is the practice of other Boards to conduct internal audits, she suggested it perhaps is time for this Board to implement the same which could result in cost saving measures.

Moved by Mrs. Bishop: That a report be brought back to the next Operations and Finance meeting indicating the cost and parameters for an internal audit of Administrative Services.

When asked for clarification, Mrs. Bishop noted that the Board needs to consider ways in which its internal operations can be improved and suggested the report identify the appropriate areas in which internal audits would be helpful as well as the type of audit required. She pointed out that the Board has not had an internal audit of its system or process on a regular basis and she hoped this direction would improve procedures and result in some savings and possibly better controls.

Members in support of the motion agreed it was time the Board took these measures; those opposed pointed to the pending formation of the new district school board which would make this work redundant.

Mr. Collyer replied to a question that the cost for internal audits would depend on the scope of the assignment. A "value for money" audit could cost between $12,000-$15,000 but these tend to have the biggest payback in cost savings. If the Board was looking for a review of the financial controls, the cost could be about two thousand dollars.

Ms. Polidori further clarified that as part of the approval process, expenditures have to be authorized by the person in charge of the budget, i.e. Principal, Department Head, Superintendent, etc. When the expenditures are charged to the budget, they are considered approved by the person in charge of the budget.

The motion was put to a vote and was Lost.

Moved by Mr. Darby: That the 1996 Annual Audited Financial Statements for the Board of Education for the City of Hamilton be received for information and the following recommendation be approved:

(a) That the 1996 Annual Audited Financial Statements for the Board of Education for the City of Hamilton be approved. **CARRIED.**

When Mr. Gage attempted to put a motion on the floor regarding an audit, the Chair advised that he surface his concern as an added agenda item.

1996 Annual Audited Financial Statements of The Board of Education for the City of Hamilton Foundation

Ms. Polidori reviewed the Foundation Report and was pleased to announce an endowment from the estate of Elma Knapman who bequeathed one-third of her estate (approximately $113,000) to the Board of Education for the City of Hamilton Foundation. Ms. Knapman was a teacher at Viscount Montgomery School and a teacher in this system for 37 years. The funds will go towards scholarships for graduating grade 8 students.

Ms. Polidori agreed to pursue the suggestion of publishing the names of donors in the newspaper.

Moved by Miss Cunningham: That the 1996 Annual Audited Financial Statements of The Board of Education for the City of Hamilton Foundation be received for information and the following recommendation be approved:

(a) That the 1996 Annual Audited Financial Statements of The Board of Education for the City of Hamilton Foundation be received for information.

Ms. Polidori replied to a question that the Foundation is a separate and distinct entity, has its own minutes, corporate seal and is outside the mandate of the Education Improvement Commission.

Mr. Collyer clarified Revenue Canada has guidelines for charities and meetings take place with representatives from Revenue Canada when a new charity is established to ensure that what the Foundation is doing is in line with the Charities Rules & Regulations.

The motion was put to a vote and was **CARRIED.**

Moved by Mrs. Bishop: That a report be brought back to the next Operations & Finance meeting indicating cost and parameters for an internal audit of the Administrative Services Department.

Lengthy discussion and debate took place on the validity of the motion and it was pointed out that this would be a costly venture particularly since the Administrative Services Department has a variety of departments under its jurisdiction which could involve in-depth audits of the various aspects of this particular superintendency.

It was also pointed out there are various types of audits performed and clarification was needed on the type of audit Mrs. Bishop was seeking with her motion.

Mrs. Bishop stated she was looking for a way to obtain better controls and improvements in procedures and cost savings that would make the process easier to understand.

It was pointed out that the time for this type of audit should have been done last year by tendering for auditing services. Pending amalgamation will result in the internal controls by both boards absorbed by whatever is instituted at the formation of the new Board.

The motion was then put to a vote and was **LOST**.

1997-1998 School Year Calendar

Dr. Cooke reviewed the Report on the School Year Calendar.

Discussion focused on the imbalance of teaching days for Semester I compared with Semester II . When questioned, Dr. Cooke clarified that it would not be a major problem to re-schedule the exam days in January towards the middle of the week to achieve a better balance.

Moved by Mr. Darby: That the School Year Calendar be amended to re-schedule: (a) the January Exam Days to January 21 to January 26, 1998 and (b) the Secondary School P.A. Days to January 27 and January 28, 1998.

In response to a question, Dr. Cooke noted that the omission of a representative from the Home and School Association on the Committee was an error in judgement only and was not meant to be a slight to the Association. Dr. Cooke added that he has spoken with the President, Laura Newkirk, to explain the error and agreed to send a letter of apology to the Home and School Association.

Discussion then took place on moving the Elementary P.A. Day from January 30th to January 28, 1998 to line up with the Secondary School P.A. Days. Mr. Darby agreed to include this in his amendment.

Several trustees expressed concern that the Committee was altering the recommendations of the Calendar Committee; however, the reason for establishing the calendars as presented could not be recalled.

The following motion was put to a vote and was **CARRIED.**
That the School Year Calendar be amended as follows:
(a) re-schedule the January Exam Days to January 21 to January 26, 1998 (from January 23-28)
(b) re-schedule the Secondary School P.A. Days to January 27 and January 28, 1998 (from January 29 and 30) and
(c) re-schedule the Elementary P.A. Day January 28, 1998 (from January 30).

Mr. Desmarais asked to be recorded as having abstained from voting.

Moved by Mr. Darby: That the Report on the School Year Calendar 1997-1998 be received for information and the 1997-1998 School Year Calendars, as amended, be approved. **CARRIED.**

Update - Tender for Renovation - Phase 3 of Glendale Secondary School

Mrs. Wall declared a conflict of interest and stated she would not debate nor vote on the issue.

Ms. Gillie noted that the tendering process has not been completed and hoped a recommendation will be ready for presentation prior to the regular May meeting of the Board.

Moved by Canon Rogers: That the Update - Tender for Renovation - Phase 3 of Glendale Secondary School be received for information and that consideration be deferred to a Special Meeting of the Operations and Finance Committee scheduled for 1997 05 14, prior to the regular Board meeting. Carried.

Relocation of French as a First Language - requested by Trustee Stewart

Believing that the location of the French as a First Language program was of General jurisdiction, it was moved by Mr. Stewart: That the Board move the French As A First Language Program to the facility known as Scott Park Secondary School.

Mr. Stewart noted the facility that houses G. P. Vanier School is a $6 million building that could be required when the new District School Board comes into effect and felt the members of the Hamilton Board owed it to the taxpayers of Hamilton to keep the building in its inventory. He added that his hope that the name Georges. P. Vanier would remain if the program is moved.

Mr. Stewart then asked if a report could be presented on the feasibility of this being effective September, 1997.

Mr. Matier indicated that Section 318 of the Education Act lists six areas which are of exclusive jurisdiction to the French Language Section and offered that the motion on the floor falls within that list.

Mr. Stewart pointed out that the motion moves the facility to another location and reiterated his belief that, while the administration of the program belongs solely to the French Language Section, the facility that houses the program is within General jurisdiction.

Mr. Desmarais referenced past discussions of an "en bloc" transfer; however, Bill 104 now provides for protection of a program and the Board cannot empty a school before the French Language School Board is created. He suggested that first the opinion of the Education Improvement Commission (E.I.C.) on this matter should be sought.

When several trustees spoke in support of obtaining a legal opinion, Mr. Stewart felt that it is within the powers of the Board as it exists today to make these kinds of decisions. As such, it was time that the Board brought its affairs in order before the new district school board is created.

Mr. Desmarais urged the members to see legal opinion before adopting or defeating the motion.

Moved in amendment by Mrs. Wall: That the motion be referred to the officials for an immediate legal opinion as to the implication of Bill 104 and the Education Act.

When asked, Mr. Matier indicated he would attempt to seek a legal opinion as soon as possible and that he would also contact the E.I.C. and the Minister's office in this regard. The anticipated response time for the latter calls is difficult to predict.

Mrs. Wall offered that there are a variety of complications surrounding this issue and it was not a simple matter of moving this one program. She supported the referral motion to find a broader response in order to determine the proper process to be followed.

When Ms. Orban suggested that the motion contravenes the Board's School Closure policy, it was pointed out that the direction was the transfer of a program and not the closure of a school.

At Mrs. Wall's request, the amendment was put to a recorded vote and was Lost. Those in favour: Trustees Rogers, Orban, Bishop, Wall and Hill; those opposed: Trustees Cunningham, Gage, Lowe, MacDonald, Darby and Stewart; Abstentions: Trustee Desmarais.

Mrs. Wall challenged the Chair accepting the original motion as it fell under the School Closure policy.

The challenge was put to a vote and was Lost.

At Mr. Stewart's request, the motion was put to a recorded vote and was Carried. Those in favour: Trustees Cunningham, Lowe, Rogers, Darby and Stewart; those opposed: Trustees Desmarais, Orban, Bishop and Wall; Abstentions: Trustees Gage, MacDonald and Hill.

Budget Process - requested by Trustee Bishop

Moved by Mrs. Bishop: That the following recommendations regarding the Budget Process be approved:

(a) That monthly reports be brought to Operations and Finance showing updates on the spending by line and superintendent, as is currently sent monthly by the finance department to all superintendents.

(b) That changing the lines in a superintendent's budget occur only with the approval of the Board.

(c) That the Superintendent of Administrative and Operational Services provide a quarterly report to the Board on major projects (e.g. Queen Mary, Hill Park, roofs, boilers, etc.) showing budget, tender and actualize.

(d) That other ways to make the budget process more accountable, transparent and a credible planning tool, be explored with trustees and senior management.

Ms. Polidori responded to a question that quarterly reports provide a summary of expenditures whereas monthly reports are more specific.

Mr. Darby requested that the Clauses be voted on separately.

Mrs. Bishop responded to a question that any amount under Clause (b) would have to come to Board for approval. Referencing the confusion that results now when lines are transferred without Board approval, she noted that there are legitimate reasons for changing lines within a budget; however, this direction would provide clarification on the purpose for transferring monies from one line to another.

Several members expressed caution about adopting the recommendations, citing them labour intensive. With the pending 'amalgamation' of the Hamilton and Wentworth County Boards, such changes in our procedures is questionable at this time.

Mrs. Bishop spoke in support of her motion as an important tool in being accountable to the public by monitoring the expenditures following approval of the budget.

Mrs. Veerman responded to a question that a quarterly report could be presented in June which would provide a summary up to May 15th.

Moved in amendment by Mr. Darby: That Clause (a) be amended to read "quarterly" in place of "monthly" report. CARRIED

Clause (a), as amended, was put to a vote and was CARRIED.

Lengthy discussion and debate took place on the feasibility of Clause (d) with some members expressing concerns about "tying" up the officials with a new budget process just before amalgamation takes place particularly since amalgamation may introduce yet another budget process.

Mrs. Bishop asked that Clause (d) be withdrawn and the members agreed.

Moved in amendment by Mr. Gage: That Clause (b) be changed to read that any changes in lines ***be reported to the Board at the time of change***.

When Mr. Darby called the question, Mrs. Hill noted there were no further speakers.

Mr. Darby challenged the Chair not calling a vote on the question and it was sustained.

The vote on calling the question was **CARRIED**.

The amendment was put to a vote and was **LOST.**

Clause (b) was then put to a vote and was **LOST.**

Clause (c) was put to a vote and was **LOST**.

Report of the Safe Schools Committee

Moved by Mr. Stewart: That the following Report of the Safe Schools Committee be approved:

(a) That the recommendation in the Report of the Officials at an Expulsion Hearing reflect the Board's position relative to its Zero Tolerance to Violence and Expulsion Policies and that the report be required to identify the category under the Zero Tolerance Policy which the recommendation is being brought.

(b) Whereas the Ministry of Education and Training guidelines do not exempt students from the Zero Tolerance to Violence Policy or the Expulsion Policy on the basis of academic standing, it is recommended that the Report of the Officials at an Expulsion Hearing not include the academic background of the student.

(c) That, in appropriate circumstances, the Board may determine that the time served under suspension prior to expulsion may be counted as part of the six-month waiting period outlined under the Board's Reinstatement Policy.

When Mr. Darby suggested changing the word "appropriate" in clause (c) to "may permit ...", Mr. Quinn clarified the intent would still be maintained with this suggestion.

Moved in amendment by Mr. Darby: That clause (c) be amended to read: "The Board may determine that time served....."

Mr. Stewart clarified that criteria for acting upon Clause (c) could be the starting date of the school year and/or semester. He offered that certain discretionary powers should be left with Superintendents.

Mr. Quinn acknowledged that clause (c) does not automatically mean an earlier return to school. He added that such a recommendation would not be included in or considered with the recommendation for expulsion. It should remain a separate issue.

The amendment was put to a vote and was **CARRIED.**

Speaking to Clause (a), it was noted that it does not address some of the policy-related concerns, i.e.

- neither the nature or severity of the incident nor the age of the student are taken in account
- alternatives are not presented to the Board along with the recommendation for expulsion

Offering that the policy, as it is written, provides for more latitude than is being interpreted, it was suggested that consideration be given to indicating consequences that may follow an incident. The Etobicoke Board of Education's policy was referenced for examples of various 'consequences'.

Moved in amendment by Mrs. Bishop: That clause (a) of the Report of the Safe Schools committee be referred back to the committee for further clarification on the interpretation of the Safe Schools Policy.

Speaking in opposition to the amendment, it was noted that both schools and senior administration apply the discipline policy as appropriate. Pointing out that not every fight results in a recommendation for expulsion, it was offered that those that do come are the result of flagrant offences.

The amendment was put to a vote and was **LOST.**

Mr. Quinn responded to a question that judgement is exercised in determining the action to be taken and the age of the student and the circumstances of the incident are taken into consideration before a recommendation for expulsion is brought to the Board.

Mr. Quinn added that 'zero tolerance' means that no incident is ignored and that each incident is dealt with in what is deemed to be the appropriate manner.

Mr. Stewart responded to a question that he believed the Safe Schools Committee has met its mandate.

The question on Clause (a) was called and was Carried.

Clause (a) was put to a vote and was **CARRIED.**

Clause (c), as amended, was put to a vote and was **CARRIED.**

In responding to questions related to Clause(b), Mr. Quinn noted that the Officials began to include some of the information in the reports to the Board in response to questions that were being asked at the hearings. He added that, according to the Education Act, a student's academic standing is not a consideration in deliberations around a recommendation for expulsion. The student's behaviour record, however, could bear some relevance to the situation.

Mr. Stewart confirmed that it as the Committee's viewpoint that the report from the officials should relay only pertinent information to the hearing.

In speaking in opposition to the Clause, it was noted that there is an aspect of a judgement call both in making a recommendation for expulsion and supporting that recommendation. A complete profile of the student only assists the members in understanding the total picture.

Clause (b) was put to a vote and was **CARRIED.**

Internal Controls - requested by Mr. Gage

Noting the Chairman had directed him earlier in the meeting to propose this direction as a separate motion, it was

Moved by Mr. Gage: Whereas there is a desire to check that the internal controls of the Hamilton Board of Education are up to date and meet current financial and management accounting practices it is moved that a suggested scope document or engagement letter and the associated budget cost for the review and report of the Hamilton Board of Education's

internal controls, by our external financial auditor, be provided for the next regular meeting of the Operations & Finance Committee.

The question was called and was Carried.

The motion was put to a vote and was **LOST.**

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

Alternate Model to deliver Junior Kindergarten Program - requested by Trustee Hicks

Moved by Mr. Darby: That this issue be tabled.

Mrs. Hill noted she would accept the motion. However, she indicated that Mr. Hicks, in sending his regrets for not being able to attend this meeting, had asked that this issue be deferred to the special meeting of the Operations & Finance Meeting scheduled for 1997 05 15.

The motion was put to a vote and was **CARRIED.**

NEW BUSINESS:

Recommendations of the Director of Education and Secretary

Moved by Mr. Stewart: That the following recommendations of the Director of Education and Secretary be approved:

(i) Dalewood, Grade 6 (Canterbury Hills, Ancaster, Ont.) 1997 05 26 to 27 (Monday to Tuesday)

(ii) Dalewood, Grade 6, (Canterbury Hills, Ancaster, Ont.) 1997 05 27 to 28 (Tuesday to Wednesday)

(iii) Highview, Grade 8, (Kilcoo Camp, Minden, Ont.) 1997 05 27 to 31 (Tuesday to Saturday)

(iv) Norwood Park, Grade 8, (Canterbury Hills, Ancaster, Ont.) 1997 05 20 to 21 (Tuesday to Wednesday)

(v) Westview, Grade 8 (History/Science Trip, Ottawa, Ont), 1997 06 10 to 13 (Tuesday to Friday)

(vi) Woodward, Grades 1 to 4 (Toronto Zoo, Toronto, Ont.) 1997 06 19 (Thursday)

(vii) Westmount, Grades 9 to OAC (Stratford Theatre, Stratford, Ont.) 1997 10 01 (Wednesday)

CARRIED.

Letters from (a) Strathcona School Council re decrease in secretarial assignment and (b) Neil F. Sharpe re decrease in secretarial and principalship assignments at Strathcona School - requested by Trustee Hill

Mrs. Hill pointed out that both letters reference violence at that school.

Moved by Mr. Stewart: That the letter from Strathcona School Council re decrease in secretarial assignment be referred to the Superintendent of Schools for further investigation. **CARRIED**.

Moved by Mr. Stewart: That the letter from Neil F. Sharpe re decrease in secretarial and principalship assignments at Strathcona School be referred to the Superintendent of Schools for further investigation. **CARRIED.**

Report regarding the Student Services Model (referred from the Program Committee 1997 05 01)

Moved by Mr. Stewart: That the following Report regarding the Student Services Model be received for information and the following recommendation be approved:

(a) That the Program Committee support the Student Services Model and refer the report to the Salary Committee for negotiation.

Mr. Stewart felt this was an excellent move at an estimated cost of $2,000 a year.

Citing it as a Program Committee issue, Mr. Darby challenged the Chair for accepting the this item on the Operations and Finance Committee agenda.

The challenge was **LOST.**

The motion was put to a vote and was **LOST.**

In response to a question, Ms. Bond noted the report is here for approval by the trustees. It started as a pilot project but to implement this model system-wide requires Board approval.

Moved by Mr. Stewart: That the responsibility allowance for three assistance head positions be approved.

Ms. Russon, Manager, Employee Relations, pointed out that this would have collective agreement implications with OSSTF particularly in the areas of guidance, learning resource and continuing education.

Mrs. Lowe felt this should be referred to the Salary Committee for review and clarification.

Ms. Russon clarified that the concept of the model can be approved; however, a memorandum of agreement will have to be entered into with O.S.S.T.F. because such a model is not in the current collective agreement. Such agreement would require ratification by both parties.

In response to a question why a Department Head could not assume the responsibility for the implementation of this model, Ms.. Bond agreed with Ms. Russon that there are implications with the current collective agreement with O.S.S.T.F.

The question was called and was Carried.

When Miss Cunningham asked that referral to the Salary Committee be appended to the motion, Mrs. Hill stated she could not accept that amendment as the question had been called.

The motion was put to a vote and was **CARRIED**.

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

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URBAN MUNICIPAL
JUN 10 1997

UTES OF THE SPECIAL MEETING
ERATIONS AND FINANCE COMMITTEE
1997 05 15

GOVERNMENT DOCUMENTS

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Not Present: Trustee Lowe.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Patenaude and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), R. Lavoie (Superintendent of Schools- French as a First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Chairman noted that regrets for being unable to attend this evening's meeting were received from Trustees Lowe, Paquin and Stewart.

GENERAL

The Committee met in-camera prior to the public session and the following action was taken:

Sale of Sites

Moved by Dr. Johnston: That the Report re Sale of Comley School be received for information and the following recommendation approved:

(a) That the offer from Diman Properties Inc. in the amount of $340,000 for the purchase of Comley School and site located at 771 Limeridge Road East in the City of Hamilton being comprised of part of Lot 7, Concession 6, in the geographic Township of Barton, designated as Part 2 on Reference Plan 62R-846 be accepted subject to:

- the closing date of November 15, 1997 be shortened by up to 45 days, and
- approval or exemption based on guidelines or regulations of the Fewer School Boards Act 1997 (Bill 104), and the funds realized from the sale be placed in Capital Reserves; **AND**

(b) That upon satisfactory completion of the sale of Comley School and site that a $3,500 commission be paid to Chambers and Company.

Carried.

Other action taken by the Committee is not recorded in the public record as per Section 207 of the Education Act.

The Committee then met in public.

Approval of Tender for Renovation - Phase 3 of Glendale Secondary School

Ms. Gillie presented the report.

Mrs. Wall declared a conflict of interest and stated she would neither debate nor vote on the issue.

In response to Mr. Mulholland's questions, Mr. O'Connor, Manager, Design Services, noted that S T F Construction Ltd. employs 8-10 civil workers (i.e. carpenters, masonry and concrete workers) and the architect was Svedas Koyanagi who also designed Phases 1 and 2. He added that this construction company did not work on the other phases.

Moved by Canon Rogers: That the Report re Approval of Tender for Renovation - Phase 3 of Glendale Secondary School be received for information and the following recommendations approved:

(a) That a contract be awarded to S T F Construction Ltd. in the amount of $1,401,010.00.

(b) That funds for this project be provided in the amount of $1,940,000, of which debenture will be issued for $1,735,000, subject to approval or exemption based on guidelines of Bill 104.

(c) In accordance with Ontario Regulations 265/94, the Senior Financial Officer and Treasurer has updated the Debt and Financial Limit Obligation of the Board, using current interest rates, and has determined that the estimated annual amount payable in each year in respect of the Glendale Secondary School Renovation Phase 3, would not cause the Board to exceed the updated Limit.

That pursuant to the provisions of Part IX, Section 235, subsection 1, of the Education Act, the Senior Financial Officer and Treasurer be authorized to make application for necessary funds for this project to be raised by the sale of debentures for $1,735,000 of the said Regional Municipality of Hamilton-Wentworth with repayment term not to exceed twenty (20) years and that the appropriate By-Law for the said purpose to be passed by the Council of said Regional Municipality.

CARRIED.

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

URBAN/MUNICIPAL
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JUNE 1997

OPERATIONS AND FINANCE COMMITTEE

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Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, and Rogers.

Not Present: Trustee Cunningham.

Also Present: Trustees Bishop, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Interim Superintendent of Schools), K. Bain (Interim Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustees Cunningham, Darby and Johnstone. She then called for confirmation of the minutes.

Moved by Canon Rogers: That the minutes of the regular meetings of 1997 01 07 and 1997 02 13 and special meetings of 1996 12 19 and 1997 05 15 be approved. **CARRIED.**

Moved by Mr. Mulholland: That Item No. 1 under Elementary/Secondary Alternate Model to Deliver the Junior Kindergarten Program - Requested by Trustee Hicks remain as a tabled motion. **CARRIED.**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

1995 Pilot on the Acquisition of Boilers though a Limited Energy Performance Contract

Ms. Gillie reviewed the report.

Moved by Mr. Gage: That the Report on the 1995 Pilot on the Acquisition of Boilers through a Limited Energy Performance Contract be received for information. **CARRIED.**

NEW BUSINESS:

Annual Report of System Safe Schools Program

Ms. Kathy Hibbins, Program Leader, Social and Interpersonal Skills, and Ms. Lesley Cunningham, Consultant, Social and Interpersonal Skills, presented the report on the System Safe Schools Program.

Mrs. Bishop commended Ms. Hibbins, Ms. Cunningham and the Safe Schools Committee on their work and excellent report, in particular the better methods of tracking suspended students.

Mrs. Bishop recalled that there were three students who were expelled in 1996 who were not accounted for in the tracking report and she asked if the Committee knew what became of these students.

Ms. Hibbins replied she is not familiar with the expulsion tracking reports.

Mr. Matier offered that it is difficult to track expelled students because they are no longer the responsibility of the Hamilton Board of Education and there is no mandate to gather information on them.

Mrs. Bishop suggested that what happens to expelled students is important information.

During discussions, the following points were raised:
- a record of appeals for suspensions is kept
- most appeals are resolved through the office of the Superintendent of Schools and/or the Assistant Superintendent of Schools.
- appeals are part of the responsibility of the board of trustees and, as such, should be part of the annual report including some information about those appeals that are not resolved
- reference was made to a report by Dr. Bountrogianni (Chief Psychologist) a few years ago in which it noted that one-quarter of suspended students are special education student
- consideration should be given to have a trustee representative on an ad hoc committee of Principals looking at suspensions
- while the Safe Schools Committee has not met this year, there is an Implementation Committee that has met regularly
- the documentation that is kept by principals on students who need to be restrained and submitted to the Superintendents of Schools should be shared with trustees
- the Committee was asked to track students who leave school because of suspensions, i.e. do they return to school or enrol in another system

Moved by Dr. Johnston: That the Annual Report of the System Safe Schools Committee be received for information.

Dr. Johnston felt that this report should have come through the Safe Schools Committee and that they would have presented this report as part of their mandate.

Ms. Hibbins confirmed that there was an error in figures for the elementary and secondary panels on Page 26 and indicated that a revised page will be sent to the Trustees with the correct totals.

When Mr. Matier had to leave the meeting due to a previous engagement, it was moved by Mr. Mulholland: That Ms. Gillie be appointed Secretary Pro-Tem. Carried.

Indicating that reasons for suspending students from school are outlined in the Education Act, Ms. Hibbons noted that 'destruction of school property" would be an act of vandalism. Lessor acts of defacement, i.e. doodling on desks, gum on chairs, etc. would be handled as appropriate by the school administration.

Mrs. Bishop noted a trend in increased number of suspensions, particularly in some middle schools and asked if this has been investigated. Ms. Hibbins indicated that the Superintendent of Schools now receives suspension statistics monthly rather than only once a year to better track occurrences.

Mrs. Bishop felt the significant increases in suspensions should be investigated.

The motion was then put to a vote and was **CARRIED.**

Report re Sir Allan MacNab Secondary School, Painting of Lockers and Certain Rooms

Noting that this item was on the agenda at the request of Trustee Cunningham who was absent this evening due to negotiations, it was moved by Mr. Mulholland: That the Report re Sir Allan MacNab Secondary School, Painting of Lockers and Certain Schools be deferred to the September meeting of the Operations and Finance Committee.

Report re: Interim Financial Status Report - 1997 05 15

Ms. Irene Polidori, Manager, Financial Services, reviewed the report.

Mrs. Veerman noted the added information to the members' agendas which represents financial information with some additional information from the Superintendents.

Clarification was given on the following regarding the Report:

- there were be adjustments to expenditures which have been inaccurately coded
- Ms. Gillie indicated she will be reviewing her department budget in detail during the summer months and estimated it to be a 5 week project; however, she assured the members she does review the accounts on an ongoing basis and that the summer review is a much more intensive review with the staffs involved
- some concern was expressed that accounts cannot be left without scrutiny for long periods of time as this undermines the efforts of the board to oversee and be accountable in its financial responsibilities
- Mrs. Veerman answered several questions related to specific budget lines
- as per Board policy, a report will be forthcoming related to fundraising efforts at the schools
- Mr. Binns noted that the costs to the Board for arbitration cases are included in the legal expense budget but noted that these expenditures are not limited to such cases
- Mr. Binns agreed to give further consideration with cost saving measures in the area of arbitration cases and methods whereby resolutions can take place before the cases go to arbitration to create savings in both the financial accounting and staff resources and morale
- expenditures for Temporary Assistance in the Program Department represent casual assignments with no intention to become part of the permanent staff

Moved by Ms. Orban: That the Report re Interim Financial Status Report - 1997 05 15 be received for information. **CARRIED.**

Correspondence from the Toronto Board of Education re "The Essential School - A Model for Public Education in Ontario" (Referred at the 1997 05 15 Board)

Discussion took place and Mr. Mulholland suggested that this either be received for information or establish a Committee to review the impact of this report.

The Chairman ruled Mrs. Bishop out of order when she indicated her intention to make a motion to adopted the document by the Toronto Board of Education. Mrs. Hill drew the members' attention to the request of the Toronto Board to *endorse* the model.

Moved by Mrs. Wall: That the Hamilton Board of Education endorse the Essential School - A Model for Public Education in Ontario from the Toronto Board of Education.

Mrs. Wall noted that her motion was specific to the Model and did not include the Chairman's letter which was part of the correspondence.

During discussion it was suggested that:

- the System Strategic Planning Policy that was presented a few years back be looked at again
- points outlined in the document presented some concern as they addressed issues that were still under discussion within the Hamilton Board of Education system, i.e. teacher-librarians, junior kindergarten, etc.
- to endorse this implies that the Board accepts all the verbiage in this document
- Mr. Mulholland's suggestion about striking a committee to review Hamilton's position was valid

Following the discussion, Mrs. Wall requested permission to withdraw her motion as she felt there was not the commitment on the part of the Board to accept the model. She suggested that if the motion were defeated it would send the "wrong message" to the community that the Hamilton Board of Education does not support the issues included in this document.

The members agreed to WITHDRAW the motion.

Moved by Ms. Orban: That the Hamilton Board of Education received the Toronto Board of Education communication for information. **LOST**.

Moved by Mr. Mulholland: That the Hamilton Board of Education support the initiative of the Toronto Board that guarantees a funding model for essential programs for schools.

Moved in amendment by Mrs. Bishop: That the motion be amended to include: such as Physical Education, Languages, Strong Visual and Performing Arts, Math, Science, Technology and a full range of Special Education Programs.

Moved in amendment to the amendment by Mr. Desmarais: That the correspondence from the Toronto Board of Education re "The Essential School - A Model for Public Education in Ontario" be referred to the officials. **CARRIED.**

Report of the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee

Moved by Mr. Mulholland: That the following Report of the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee be approved:

(a) That the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee explore the provision of bus passes for senior level students who would be travelling between schools for program purposes.

In response to a question, Ms. Bond clarified that "senior level students" means Grades 11 and 12 students. At this time, only OAC students are eligible.

The motion was put to a vote and was **CARRIED.**

Report of the Special Education Advisory Committee

Moved by Mrs. Bishop: That the following Report of the Special Education Advisory Committee be approved:

Whereas the Ontario Government will shortly be presenting a new model for the funding of education in Ontario and there have been numerous suggestions that there will be a return to a medical model for funding exceptional pupils and that such medical model is totally inappropriate in an educational setting,

It is recommended:

(a) That the Special Education Advisory Committee of the Hamilton Board of Education request the Hamilton Board to endorse and forward the following motion to the Minister of Education and Training:

(i) That the only way to confirm the commitment of the Ministry of Education and Training to all exceptionalities, as defined in the Education Act, Section **8(3)**, is to ensure that funding is provided for all exceptional pupils which will make it possible for each Board to provide a range of placement options for each exceptionality. **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education and Secretary

Moved by Dr. Johnston: That the recommendations of the Director of Education and Secretary be approved. **CARRIED.**

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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AL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE
1997 06 24

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

URBAN MUNICIPAL
SEP 19 1997
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Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustee Patenaude.

GENERAL

NEW BUSINESS:

Proposal to Investigate and Plan to Incorporate Continuing Education for the City of Hamilton.

[At an in-camera session, the members agreed that this item should be considered at a public meeting.]

Moved by Mrs. Bishop:

That the Report re Proposal to Investigate and Plan to Incorporate Continuing Education for the City of Hamilton be received for information and the following recommendation approved:

(a) That the Board support development of a business plan for the creation of an arms length corporation and that a report be brought back to the Board for approval by September, 1997.

Several members expressed their concerns when Mrs. Lowe suggested a friendly amendment of replacing the word "support" in Clause (a) with "investigate".

Miss Bond noted that the main focus of the Report before the members tonight was to share information about the potential of incorporation to enhance the Board's Continuing Education program and to seek the trustees' approval for the development of a business plan towards this end.

Mrs. Lowe withdrew her amendment.

In reply to concerns, Mr. McIsaac stated that the project is at the exploratory stage at this time and staff would be looking at all possibilities and opportunities in light of support around the Province in this direction. He affirmed that all issues and concerns, including potential implications to contract negotiations, would be looked at closely and the findings incorporated in the forthcoming report in September.

The motion was put to a vote and was **CARRIED**.

Moved by Mr. Gage:

That the Committee move to an in-camera session. Carried.

The Committee then met in-camera and the following action was taken:

Sale of Site - Onteora School
Moved by Mr. Gage:

That the Report re Sale of Site - Onteora School be received for information and the following recommendation approved:

a) That the offer from Helm Industries Inc. to purchase Onteora School - Site and Buildings Part of Lots 63 and 124, All of Lots 125 to 130 inclusive, Lots 61 and 62, Plan 572; Part of Lot 12, Concession 4, Township of Barton (Save and Except Parts 20 and 42), Reference plan 62R-1628 located at 243 Fennell Avenue East in the City of Hamiltcn, in the amount of $451,000 be accepted subject to approval or exemption from the Education Improvement Commission and that the funds realized from the sale be placed in Capital Reserves.
CARRIED

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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URBAN MUNICIPAL
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1997

MINUTES OF THE OF THE OPERATIONS AND FINANCE COMMITTEE 1997 07 03

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services) and R. Binns (Superintendent of Human Resources).

URBAN MUNICIPAL

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustees Johnstone, Korz, Paquin and Patenaude.

JAN 2 1998

GENERAL

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Energy and Water Reduction Program - Update

In reviewing the Report, Ms. Gillie noted that the proposal cost before financing is estimated to be 15.8 million dollars and the projected annual savings are estimate to be between 1.7 to 2 million dollars. Exact figures cannot be determined until the feasibility study calculations are finished, reviewed and approved by staff. She then called on Ms. I. Polidori, Manager - Financial Services, who discussed the financial details.

Moved by Ms. MacDonald:

That the Energy and Water Reduction Program - Update be received for information and the following recommendations approved:

(a) That the members of the Energy Committee continue as a Steering Committee.

(b) That The Board of Education for the City of Hamilton enter into a three-year term bank loan with the Canadian Imperial Bank of Commerce for the financing of the energy performance contract entered into with Honeywell Limited, subject to approval or exemption based on guidelines of Bill 104. .

(c) That The Board of Education for the City of Hamilton finance the costs of the Energy and Water Reduction Program undertaken with Tescor Energy Services Inc. during its construction period through the use of the credit line.

(d) That the Energy Performance Contract with Tescor Energy Services Inc. be signed and sealed when it is completed.

Mr. Darby voiced his concerns with a three-year term bank loan, stating the annual payment of about $150,000 could place the Board's budget in a deficit situation. He preferred a five-year term and noted his intention to amend Clause (b) at the appropriate time.

Ms. Polidori offered the following clarification:

- ⇨ The advantages of a three-year term bank loan are as follows:
  - ▪lower interest payment [for five years, the interest will be about $38,000 more/$8,000 annualized per year]
  - ▪difference in interest rate is about .5%
  - ▪less paper work
- ⇨ Overall, the Honeywell project would cost less in three years' time.
- ⇨ The savings from the Honeywell project and the projected savings of $100,000 from the Gas consortium would facilitate the financing of the pilot with Honeywell.

When Mr. Mulholland surfaced his concerns with the Honeywell project, Ms. Gillie indicated that the identified problem areas have been addressed, particularly those occurring in the schools, e.g. Parkdale School, at Honeywell's expense as per the contract.

Ms. Gillie clarified for Mr. Mulholland that definite information relating to the calculation of an estimated savings of $50,200 from the Honeywell project (from Year 1) would be available in late fall (November 1997).

In replying to Mr. Mulholland's question regarding the Facilities Renewal Program, Ms. Gillie clarified that the portion dealing with education comes from the Ministry of Education and Training. The recent information from the Ministry of Municipal Affairs relates to municipalities. She explained further that when the Board files its annual report to the Ministry relative to Facilities Renewal Projects, there is a section ("In addition to - Additional Plans") where the Board's other plans are indicated. Ms. Gillie added that the details of this program are outlined in the Board's budget submission.

Moved in amendment by Mr. Darby:

That the phrase "three-year term" in Clause (b) be changed to "five-year term".

Mr. Darby requested the recommendations be voted on separately.

Mrs. Wall called the question and it was Carried.

Clause (a) was put to a vote and was **CARRIED**.

The amendment to Clause (b) was put to a vote and was **LOST**.

Clause (b) was put to a vote and was **CARRIED**.

At the request of Mr. Darby, Clause (c) was put to a recorded vote and was **CARRIED**. Those in favour: Trustees Bishop, Cunningham, Desmarais, Gage, Hicks, Hill, Johnston, Lowe, MacDonald, Rogers, Wall; those opposed: Trustees Darby, Orban and Stewart.

Clause (c) was put to a vote and was **CARRIED**.

Ms. Gillie clarified for Mr. Stewart that the process involved in the completion of the contract with Tescor Energy Services, Inc. would be similar with those undertaken by the Board for major constructions -- once a firm is selected and approved, the contract is drawn and signed by the Chairman of the Board.

Mr. Stewart expressed concern that trustees would not have the opportunity to peruse the contract prior to its completion and signing.

Miss Cunningham indicated that, providing there is a quorum, the members may wish to call a special meeting of this Committee for the purpose of reviewing the contract.

Ms. Gillie clarified it was not the intent to convene the Energy Committee to review the contract, noting some of the members' roles are focused on different areas. She assured that

several members of the Energy Committee along with the committee's consultant and legal counsel are currently involved with the in-depth review of the Tescor contract.

Several trustees were opposed to calling a special meeting, noting their satisfaction and confidence with the efforts of staff in this area.

Mrs. Wall called the question and it was Carried.

At Mr. Stewart's request, Clause (d) was put to a recorded vote and was **CARRIED**. Those in favour: Trustees Bishop, Cunningham, Gage, Hicks, Hill, Johnston, Lowe, MacDonald, Orban, Rogers and Wall; those opposed: Trustees Darby, Desmarais, Mulholland and Stewart.

Mrs. Hill commended Ms. Gillie's efforts in facilitating the work relative to the Board's Energy program.

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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SEPTEMBER 1997

OPERATIONS AND FINANCE COMMITTEE

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Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Not Present: Trustee Lowe

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mrs. Hill called the meeting to order, noting regrets had been received from Trustee Patenaude.

GENERAL

NEW BUSINESS:

Request from Hamilton-Wentworth Regional Police

Mr. Quinn presented the report, noting the recommendation supports this Board's history of co-operation with the Hamilton-Wentworth Policy and the Children's Aid. Ms. Pat Gamble, Training Co-ordinator, Southwest Region of Ontario Child Welfare Training System, was available to respond to questions.

In responding to questions, the following comments were made:

- this is not a system-wide initiative; one school will participate at a time, selected through consultation with the Police and Children's Aid Society
- the "program" involves a 5-10 minute 'fun' presentation (animated/ clown/puppets) to students
- the investigator trainees will then learn and develop interview skills relating to a child's ability to remember details
- Mr. Quinn confirmed that trustees would be welcome to view a presentation and agreed to prepare a report on the success of this initiative.

Noting he was adding the words "with signed parental consent" to the recommendation in the report, it was moved by Mr. Desmarais: That the Report regarding a Request from the Hamilton-Wentworth Regional Police to interview primary children as part of a police training module be received for information and the following recommendation approved:

(a) That the request of the Hamilton-Wentworth Regional Police to interview primary children, with signed parental consent, in selected schools as part of a police training module on investigating sexual offences against children be approved. **CARRIED**

Trustee MacDonald abstained from voting.

BUSINESS ARISING FROM THE MINUTES:

Report re Establishment of a Non-Profit Corporation -- Adult and Continuing Education Program

Ms. Bond presented the report; Messrs. McIsaac (Principal, Adult and Continuing Education) and Sage (Manager, Property, Insurance and Assessment) reviewed the goals and rationale.

Trustees supportive of the establishment of the corporation noted the opportunities that such a direction represent and emphasized the need to move quickly in order to establish program partnerships and provide programming before boards expanded into this area.

Questions elicited the following information:

- the corporation would not be in competition with the board as the grants/funds would not be accessible to the Board
- start-up costs incurred by the Hamilton Board were estimated to be $1200-1400.00
- any initial capital outlays for renovations would come to the Board for approval
- if approved, the establishment of the corporation would be vetted through the Education Improvement Committee
- it was suggested that the Chief Executive Officer should be a board employee who reports to a Superintendent in addition to reporting to the corporation's board of three directors
- if the CEO was a board employee, a percentage of the salary would be paid by the corporation
- a parallel was drawn between the formation of the Child Care Centres Umbrella and this proposal
- the Hamilton Board should have a policy, similar in intent to that established for the child care umbrella board, to ensure program quality
- programs would be started with the intent to be both cost recoverable and revenue generators
- following Board approval, Letters of Patent would take 6 - 8 weeks to obtain after which programs could be initiated
- benefits would include opportunities for co-op students, local summer programming for teachers, enhanced post-secondary programming and the ability to further service the community

Some concern was expressed about establishing a corporation at this time and cautioned that things were being moved too quickly.

Moved by Ms. Wall: That the Report re Establishment of a Non-Profit Corporation - Adult and Continuing Education Program be received for information and the following recommendations approved:

(a) That the Hamilton Board of Education support the establishment of a non-profit corporation and that the applicants for the Letters Patent consist of the Chairman of the Board, Director of Education and Secretary and Superintendent of Program or successors and that the applicants also hold the positions as founding members and Directors of the corporation.

(b) That the bylaws of the corporation make provision for the Board to approve the composition of the membership of the corporation.

Moved in amendment by Mr. Desmarais: That in Clause (a), the word *"support"* be changed *"approve"*. Carried.

Noting his concern that the 'Board' in Clause (b) could be mistaken to be the Hamilton Board rather than the amalgamated Board, it was moved in amendment by Mr. Gage:

That Clause (b) be changed to read:

(b) That the by-laws of the corporation make provision for the Board "*or its corporate replacement*" to approve the composition of the membership of the corporation.

Further comments clarified that:

- while the recommendations in the report were not worded by the Board's solicitor, Ian Gordon has indicated they capture the essence of his letter

- the corporation could impact the Local Education Improvement Committee's Education and Business/Finance Sub-committees

The amendment was put to a vote and **CARRIED**.

Believing there was a need to (a) clarify the relationship between the corporation and the board, (b) ensure accountability and quality programming and (c) provide a policy framework based on the rationale provided in the report, it was moved in amendment by Mrs. Bishop:

That a policy regarding the establishment of a non-profit corporation be brought back to Operations and Finance Committee for approval by October, 1997.

Mr. Matier agreed to attempt to clarify whether the establishment of this corporation is limited under the E.I.C. prior to the full Board voting on these recommendations.

The amendment was put to a vote and **CARRIED**.

Ms. Bond agreed that the non-profit corporation policy statement should include an assurance that the programs would fit within the non-profit corporation restrictions.

A recorded vote was requested. The motion, as amended, was put to a vote and was **CARRIED.** Those in favour: Trustees Bishop, Cunningham, Darby, Desmarais, Hicks, Johnston, Johnstone, MacDonald, Orban, Paquin, Rogers and Wall; those opposed: Trustees Gage, Mulholland and Stewart.

Sale of Onteora School

Moved by Mr. Darby: That the Report regarding the Sale of Onteora School be received for information and the following recommendation approved:

(a) That the amendment to the agreement of purchase and sale between Helm Industries Inc. and the Board of Education for the City of Hamilton be accepted providing that the conditional period not exceed November 10, 1997 and that the purchaser shall have 10 (ten) days to waive conditions should the Board receive another offer in which it is prepared to accept. **CARRIED**.

Report re Sir Allan MacNab Secondary School, Painting of Lockers and Certain Rooms

Mr. Matier presented the report. Given that this project could be representative of similar projects what could be initiated by schools or School Councils, it was felt that a process needed to be established to ensure schools work closely with the Plant Department to address and resolve concerns and fulfil corporate obligations.

On a point of clarification, Mr. Hicks advised that he was kept fully informed of this particular project at Sir Allan MacNab Secondary School while it was being undertaken..

Advising that the intent of her motion was to provide a simple solution that would not inhibit schools yet would ensure board standards/requirements were met, it was moved by Mrs. Bishop:

That school initiated projects involving large repairs or renovations first receive formal approval of the Superintendent of Administrative Services before proceeding.

Miss Cunningham noted that concerns relative to this project were raised at the negotiating table by CUPE, Local 1344, who viewed the painting projects as work that could be done by their

members. While questioning the chronology of the report, she emphasized that Principals and School Councils need to be aware they have no authority to supersede Board contracts and obligations. This project clearly illustrated how the responsibility and onus still falls to the Board when a $33,000 expenditure was incurred due to the discovery of lead in certain paints.

Mrs. Bishop agreed to reword her motion to include that large projects *"involving expenditures over $5,000"*.

Noting it was incumbent on the Board to respect agreements with its unions regardless of the size of a project, it was moved in amendment by Mr. Gage:

That the word "large" be deleted from the motion.

During debate, the following comments were made:

- school initiated projects (those not approved within the Board's budget) require approval through the Superintendent of Administrative and Operational Services for advice regarding criteria and the guidelines to be met
- while supportive of school initiatives to fundraise for renovations, concern was expressed that such projects be carried out by trained employees or qualified tradesmen as deemed appropriate by the Superintendent rather than by students
- it was clarified that the students were paid through a summer experience program grant
- the motion would allow the board to support school plans that could not otherwise be supported because of reduced financial resources
- was it necessary to develop a new process because this one project had problems
- in this situation, the school administration was acting with the best intentions to meet the needs of its students

Trustees supportive of this direction noted there are procedures already in place. However, this process would ensure schools follow Board procedures and receive input from appropriate departments. The labour issue would also be addressed.

Mr. Hicks stated his objection to comments made during discussion which he felt were debasing to the school administration.

Mrs. Bishop accepted a friendly amendment to include in the following wording in her motion:

In connection with this, a criteria for priority ranking in terms of the allocation of available resources to these projects will be necessary.

Mr. Matier clarified that the Plant Department would provide such authorization.

At this point, the friendly amendment was withdrawn.

The amendment was put to a vote and was **CARRIED.**

The following motion was put to a vote and was **CARRIED**:

That school initiated projects involving expenditures over $5,000 for repairs and renovations first receive formal approval of the Superintendent of Administrative Services before proceeding.

Moved by Mr. Gage: That the Report re Sir Allan MacNab Secondary School, Painting of Lockers and Certain Rooms be received for information and the following recommendation approved:

(a) That a process to review school initiated projects be established to assist in overcoming the issues and concerns illustrated in this pilot. In connection with this, a criteria for priority ranking in terms of the allocation of available resources to these projects will be necessary.

Mr. Matier advised this recommendation would allow priority ranking of projects to determine allocation of staff or money to school initiated projects.

The motion put to a vote and was **CARRIED**.

Noting the lateness of the hour and the number of items remaining on the agenda for action tonight, it was moved by Mrs. Bishop:

That the following Agenda Items be dealt with prior to the remaining agenda items: *Report re Municipal Election Ballot Question, Investigation Report from the Municipal Freedom of Information and Protection of Privacy Board Regarding the Incident at Memorial School, Request for a Liquor License - Shrewd Secondary School Alumni, Report of the Sesquicentennial Committee and Report of the Policy Review Committee*. **CARRIED**.

NEW BUSINESS:

Report re Municipal Election Ballot Question - requested by Trustee Bishop

Stating she was prepared to withdraw this item, it was moved by Mrs. Bishop: That this item be withdrawn from the agenda. **CARRIED**

Trustee Paquin abstained from voting.

Investigation Report from the Municipal Freedom of Information and Protection of Privacy Board Regarding the Incident at Memorial School

Mr. Matier presented the report and assured trustees a process would be put into place to comply with the recommendations contained in the Report.

Moved by Mr. Gage: That the Investigation Report from the Municipal Freedom of Information and Protection of Privacy Board Regarding the Incident at Memorial School be received for information.

The question was called and was **CARRIED**.

Mrs. Hill cautioned trustees that a motion to receive for information equated to no action being taken.

The motion was put to a vote and was **LOST.**

Mr. Matier stated he would bring a report back to this Committee relative to the cost of these recommendations and how they were implemented.

Moved by Miss Cunningham: That the Board comply with the recommendations in the Investigation Report from the Municipal Freedom of Information and Protection of Privacy Board regarding the incident at Memorial School and a report be brought to the Board identifying the cost of carrying out these recommendations.

Moved in amendment by Mrs. Bishop: That the motion be tabled. **LOST.**

Moved in amendment by Mrs. Wall That the Board provide the Office of the Information and Privacy Commission with proof of compliance with the above recommendations. **LOST.**

The motion was put to a vote and **CARRIED**.

Request for a Liquor License - Sherwood Secondary School Alumni - 1997 09 13

Several trustees voiced their opposition to permitting liquor in schools. Other members noted this is not a precedent and that people attending would be of legal drinking age.

Moved by Mr. Darby: That the request for a Liquor Licence for Sherwood Secondary School Alumni on 1997 09 13 be granted.

A recorded vote was requested. The motion was put to a vote and **CARRIED.** Those in favour: Trustees Bishop, Cunningham, Darby, Desmarais Hicks, Hill, Mulholland, Orban, Paquin, Rogers and Wall; those opposed: Trustees Gage, Johnston and Johnstone.

Report of the Sesquicentennial Committee

Moved by Dr. Johnston: That the following recommendation in the Report of the Sesquicentennial Committee be approved:

(a) That the theme of the publicity for the Hamilton Board of Education's sesquicentennial celebration be **"150 Years of Excellence"**. **CARRIED**.

Moved by Dr. Johnston: That the following recommendation in the Report of the Sesquicentennial Committee be approved:

(b) That the Sesquicentennial Committee be re-named **"150 Years of Excellence" Committee**. **CARRIED**.

Dr. Johnston advised that donations were being collected from various groups and businesses. Due to timelines, the Committee is asking that publication costs in the amount of $20,000 for the anniversary book be provided through the Public Relations Department budget. He reviewed the Other Projects as listed, noting it was his expectation that funds from the trustees' budget could be utilized for these projects.

Moved by Dr. Johnston: That the following recommendation in the Report of the Sesquicentennial Committee be approved:

(c) That the following Business Plan for the **"150 Years of Excellence"** celebration be approved:

(i) 150th Anniversary Book: Self-sustaining through loan, gifts and book sale

(ii) Other Projects:

Plaque	$3,000
Bumper Stickers	150
T-shirts	0
Stickers	600
Ribbons/Bookmarks	3,200
Binder	10
Time Capsule	0
Awards	250
Displays	100
School Assemblies	0
Classroom Activities	0
Mammoth Celebration	500
(To coincide with the Quarter Century -- pending)	
Commemorative Coin - not recommended at $1.34 each; cost is $53,360 if one given to each student	
Total Budget	**$7,810**

Mr. Paquin declared a possible conflict of interest regarding Clause (b) 'Other Projects' and requested it be voted on separately.

Relative to the anniversary book, many trustees expressed concern about the use of funds from the Public Relations budget to cover printing costs and asked how this loan would be repaid.

Comments included:
- the funds must be repaid within this budget year as accounting practices preclude any carryover to next year
- whether book sales would be sufficient to repay these funds was questioned
- failure to repay would create a deficit situation and hinder Public Relation projects

Ms. Veerman offered to meet with the ad hoc committee to discuss the situation; however, she stressed the trustees would have to decide what to do should the loan not be fully repaid.

Several trustees spoke in support of the work of this Committee and the lasting memorial that the anniversary book would provide for the Hamilton Board of Education in its final year and 150 year history.

Members also discussed the possibility of using the trustees' conference, books or general supplies' budgets to offset the project costs in Clause (b) as well as other budgets lines. Mr. Bain concurred that some funds from the Superintendent of Schools - Area Initiatives could be allocated for this purpose; the amount to be determined. They were advised that any changes or reallocations of funds in the approved budget would require E.I.C. approval.

Clause (c) (i) was put to a vote and **CARRIED**.
Clause (c) (ii) was put to a vote and **CARRIED**. Trustee Paquin abstained from voting.

Mr. Gage suggested the Committee delay committing to the plaque expenditure until adequate funding was secured.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education and Secretary

Moved by Mr. Darby: That the recommendations of the Director of Education and Secretary be approved. **CARRIED**.

Noting the time and that a Special Board was yet scheduled for this evening, it was moved by Mr. Darby: That the meeting be adjourned. **CARRIED**.

Read and confirmed

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CHAIRMAN

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GOVERNMENT DOCUMENTS

MINUTES OF THE SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE
1997 09 16

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Not Present: Trustee Lowe:

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustees Lowe, Paquin and Patenaude.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Verbal Report from the Officials re Correspondence from the Toronto Board of Education on "The Essential School - A Model for Public Education in Ontario"

After a thorough review of the correspondence, Mr. Matier advised that, although the officials are supportive of its intent and spirit, it was concluded that it would not be appropriate at this time for the Hamilton Board to endorse the 'Essential School" model in light of: (a) the parents' group which developed the document was not part of our constituent groups; and (b) the forthcoming educational changes arising from Bill 104.

Moved by Mr. Gage: That the Verbal Report from the Officials regarding the correspondence from the Toronto Board of Education on "The Essential School - A Model for Public Education in Ontario" be received for information. **CARRIED**

Legal Fees - Visa Students Investigation

In presenting the report on Legal Billings - Visa Students, Miss Cunningham indicated that the legal fees associated with the Visa student investigation have surpassed the $15,000 limit provided in the Board-approved motion. She clarified that the legal billings under consideration relay only to Agro, Zaffiro and not Robert Keele's bill nor the auditor's fee.

Moved by Miss Cunningham: That the Report on Legal Billings - Visa Students be received for information and the following recommendation approved:

(a) That the outstanding balance be paid to Agro, Zaffiro, et al and that any additional fees be paid when the Board receives the auditor's report on the recruitment of visa student project.

Stating she had specific questions on the detailed confidential legal billings, Mrs. Wall requested and obtained the members' concurrence to meet in-camera. The Committee then met in-camera. [No action was taken during the in-camera session.]

At the resumption of the public meeting, debate continued on the motion on the floor.

Suggesting the motion was open ended, Mr. Hicks offered a friendly amendment of inserting the phrase "up to $3,000".

Trustees opposed to the motion expressed their concern with the process undertaken. Several members felt the investigation could have been facilitated with the assistance of staff and minimal legal consultation. The members suggested more efficient planning of meetings where Board solicitors are required to attend.

Moved in amendment by Mrs. Wall: That the Board withhold payment to Agro, Zaffiro, et at on behalf of Crawford and Company until the itemized bill is verified by the Finance Department.

The Chair ruled the amendment out of order since the bill in question has been paid. Mrs. Wall challenged the Chair and the challenge was **Lost**.

Mrs. Hill suggested that Mrs. Wall surface her concern as a second motion.

Responding to a question, Miss Cunningham recalled past events and suggested due process was not followed in handling Visa students, particularly fees charged these students. She expressed her disappointment that, at that time, the trustees did not receive proper communication and co-operation in working this issue through.

Mrs. Wall challenged the Chair when the Chair ruled her request for details of the legal/audit fees out of order. The challenge was **Lost**.

Dr. Johnston was advised that the members will receive a further update on the legal billings over $3,000.

The Chair ruled Ms. Orban out of order when she surfaced the issue of auditors.

Mr. Stewart challenged the Chair for accepting the amendment and the challenge was **Carried**.

Moved by Mrs. Wall: That the Finance Department clarify the bill from Agro, Zaffiro, et al on behalf of Crawford and Company and report to the Board the itemized account.

After a brief consultation with staff from the Finance Department, Mrs. Hill informed the members that when a billing statement is approved by a person in authority, e.g. the Chairman of the Board, then that bill is paid. The legal billings shown in the report before the trustees tonight had been approved by the Chairman of the Board for payment.

Miss Cunningham agreed to request clarification from Agro, Zaffiro in order to address Mrs. Wall's concerns.

Mrs. Wall requested and was permitted to withdraw her amendment. She then requested a recorded vote on the motion.

Mr. Gage called the question and it was **Carried**.

The motion was put to a recorded vote and was **CARRIED**. Those in favour: Trustees Bishop, Cunningham, Desmarais, Hicks, Hill, Johnston, Johnstone, Orban, Rogers and Stewart; those opposed: Trustees Gage and Wall.

NEW BUSINESS:

Report of the Sesquicentennial Committee

Mrs. Hill indicated that Clause 3 of the Report was not dealt with at the last meeting of this Committee.

Moved by Dr. Johnston: That the following recommendation in the Report of the Sesquicentennial Committee be approved:

(a) That the Committee accept with gratitude the $2,000 contribution from Public Relations to cover some of the expenses for the Board's sesquicentennial celebration.

CARRIED

Report re Interim Financial Status Report - 1997 07 31

Ms. I. Polidori, Manager - Financial Services, presented the Report and then responded to the members' questions.

Expressing concern relative to potential budget overexpenditures, Mrs. Bishop asked whether the Acting Senior Financial Officer could identify the accounts that are running into serious problems and report such to the Board.

Mrs. Veerman responded that it would be difficult to review and make such determinations by just looking at the percentage spent to date. Detailed consultation with the Superintendents would be required regarding other information such as expenditures pending.

Mrs. Bishop raised several questions relative to specific accounts under the Superintendents of Administrative and Operational Services and Superintendents of Schools. Both Ms. Gillie and Mr. Bain provided some explanations and Mrs. Veerman added further clarification.

Moved by Ms. Orban: That the Board instruct the Superintendents to adhere to their budgets.

Mr. Matier noted that the approved budget directs the Superintendents in their spending and emphasized they are aware of the expectation to adhere to that budget. He affirmed the possibility that, due to some cross-over expenditures that could result in offsetting savings in other areas, some budget figures may be "skewed" in some other areas at the end of the budget year.

Mr. Darby challenged the Chair accepting Ms. Orban's motion. The challenge was **Carried**.

Moved by Miss Cunningham: That the Report re Interim Financial Status Report - 1997 07 31 be received for information.

Miss Cunningham suggested the Director provide an update on the status of the Board's budget to date at an appropriate committee meeting.

The motion was put to a vote and was **CARRIED**.

Correspondence from the Essex County Board of Education regarding an education Referendum (referred at the 1997 06 19 Board)

Mr. Matier indicated that the correspondence is basically focused on support from all public school boards for one publicly funded educational system across the province.

Moved by Dr. Johnston: That the Board write a letter to the Minister of Education and Training expressing its support for the petition from the Essex County Board of Education regarding an education referendum on dual educational systems in Ontario. **CARRIED**

Special Education Advisory Committee (SEAC) - 1996 11 20 Meeting - requested by Trustee Hill
Mrs. Hill requested Miss Cunningham to assume the Chair in order to permit her to speak on this item.

Mrs. Hill voiced concern that the 1996 11 20 SEAC meeting was held without a quorum of members present. Stating the Board has specific rules of order on meeting quorum and that SEAC is subject to these rules, she felt this set of minutes should be removed from the records of the Board.

Moved by Mrs. Hill: That the 1996 11 20 minutes of the Special Education Advisory Committee (SEAC) not be included in the records of the Board as, due to a lack of a quorum, it was not a legally constituted meeting and that the Chairman of the Board write a letter to SEAC regarding the need to follow the rules of order as defined by the Board.

Mrs. Bishop advised the members that in view of an important item on the Agenda that night -- the "Secondary School Reform: Proposed Changes" - it was decided to proceed with in "workshop" format to facilitate the discussion. She agreed to raise the issue at the 1997 09 17 SEAC meeting.

Mrs. Hill reiterated her concerns with the process and the fact that the responses gathered that evening became part of the Board's official response to the consultation paper. She noted that secretarial staff is not required to take notes at workshops yet stayed to facilitate the work being done that evening.

The motion was put to a vote and was **CARRIED**.

Mrs. Hill resumed the Chair.

Update - Workers Compensation Board (WCB) Ruling regarding Asbestosis [The members agreed to consider this as the fifth item of the Agenda.]
Mr. Matier provided background information on the WCB ruling regarding asbestosis in favour of a former teacher from the Hamilton Board of Education. He expressed concern about the negative perception towards the Board that the publicity of this incident had created in the newspaper. He advised the members that the media had knowledge of the WCB's ruling prior to the Board. He stated that the Officials, following some investigation into the matter, have concluded that the Board is not the employer responsible for this situation. The Board has been given a number of options via the Claims Manager, School Boards' Cooperative Inc., which we belong to because of our membership in Schedule II. He then called on Sue Mawson, Human Resources Officer, to review the options.

⇨ Option 1: No action from Hamilton Board. In terms of WCB assessment, the Board is now a Schedule II employer and will not be financially responsible for the ruling. However, this could set a precedent for future decisions and the burden will be on Schedule I school boards.

⇨ Option 2: The Hamilton Board initiate an appeal with the WCB to reconsider its ruling. The members were advised that it is unlikely the WCB will overturn its decision.

⇨ Option 3: The Hamilton Board initiate and submit a claim to the Workers Compensation Appeal Tribunal (WCAT) on this issue.

Ms. Mawson clarified that the Board has been advised to follow Options 2 and 3 concurrently.

Messrs. J. Riley, Manager - Engineering/Maintenance, and W. Urie, Co-ordinator, Occupational Health and Safety, were present and assisted in responding to the members' questions.

The following clarifications were provided:
- WCB will only review original information
- the action/ruling of the WCAT is not bound by the WCB decision
- the waiting period for the WCAT decision is approximately one year; thus, if the WCB appeal were successful, the Board would withdraw its claim from WCAT
- in reference to two statements in the recent newspaper article, Mr. Riley clarified the reference to the missing documents was a misinterpretation of the drawings; it has been determined that there is no record of work being done because work was not required to be done in the area in question
- Mr. Urie denied making the statement regarding "budget cuts" that was attributed to him
- Mr. Urie stated that Scott Park Secondary School is safe and has complied with the Occupational Health and Safety Act

Stating his concerns necessitated an in-camera session, it was

Moved by Mr. Hicks: That the Committee meet in-camera. **Carried**

The Committee then met in-camera session where no action was taken.

At the resumption of the public meeting, it was

Moved by Miss Cunningham: That the Update - Workers Compensation Board (WCB) Ruling regarding Asbestosis be received for information and the following recommendation approved:

(a) That the Board initiate an appeal with the WCB to reconsider its ruling regarding asbestosis and that, concurrently, a claim be initiated and submitted to the Workers Compensation Appeal Tribunal (WCAT) regarding this matter.

The members were advised that a few calls were received from within and outside the system regarding the incident.

Mr. Matier advised the members that the official public statements from the Board regarding this issue will reassure the community of the safety of all our buildings and programs in place to address health and safety issues are exemplary. The recommendation by the Committee tonight regarding pursuing the two options would also be communicated to the public.

The motion was put to a vote and was **CARRIED**.

Verbal Update - Ontario Member School Board Corporation

Mr. Matier recalled the concerns raised by the members regarding the by-laws and constitution of OMSBC and the subsequent request for the review of such by a Board lawyer. After a closer review, the officials did not pursue this direction due to the costs that would be incurred, particularly in view of the reconsideration of membership within two months with the emergence of the new Board. Another concern was that the members of the consortium are questioning the fact that the Ministry may look at revenue generated by Boards which may impact on grants to particular boards. Therefore, the consortium has itself taken a low-key approach and not pursued any large ventures until this issue is resolved.

Several members expressed concern that the Board had already paid the membership fee of $2,000.

Moved by Mrs. Bishop: That the Verbal Update regarding the Ontario Member School Board Corporation be received for information.

Mrs. Hill felt that more action was required in view of the membership fee ($2,000) having been paid without the Board's agreement on the by-laws.

Mr. Matier added that, since the concerns were expressed previously, this Board has not participated in any of the projects the other school boards have.

The motion was put to a vote and was **CARRIED.**

Verbal Update re costing for the Audit on the Recruitment of Visa Students (Requested by Trustee Wall)

Mrs. Hill requested and obtained the required two-thirds majority vote to consider this item.

Mrs. Veerman advised that the cost of this audit is estimated to be in the range of $5,000 to $8,000; the completion timeline for the report is the end September. She noted further that the work is proceeding under the direction of the Chairman of the Board.

It was agreed:

That the Verbal Update regarding costing for the audit on the recruitment of Visa students be received for information.

Report of the Policy Review Committee

In providing an overview, Mrs. Bishop emphasized that the compilation of the Board's policies was expedited in response to the request from the Local Education Improvement Committee (LEIC) for copies of the policies of the two Boards to assist in formulating recommendations for the new Board.

Mrs. Bishop added that these policy statements reflect current operations.

Moved by Mrs. Bishop: That the following Report of the Policy Review Committee be approved:

(a) That the following Policy Statements and Operating Procedures be approved as presented:

NEW POLICIES

#1 Purchasing

It is the policy of the Hamilton Board of Education to support the concept of a central Purchasing Department as a means of obtaining the maximum value for each dollar expended, consistent with educational goals and recognized purchasing practices. All purchasing activity will be consistent with the Code of Ethics of the Purchasing Management Association of Canada (P.M.A.C.)

#2 Tenders and Quotations

It is the policy of the Board of Education for the City of Hamilton that

a. All purchasing of goods and services (including student transportation, professional fees-legal and audit services, leasing agreements and insurance) for the Hamilton Board of Education shall be obtained via verbal quotations, written quotations or formal tender according to the Board's dollar

guidelines. All verbal, written quotations and tenders shall be received from a minimum of three suppliers, except when it is neither practical nor possible to obtain three prices (i.e. cases when the products are only available from a limited number of suppliers). Any tender or quotation arriving at the designated location after the closing time specified will not be accepted.

All purchasing is to be made under the following Board's dollar guidelines for tendering:

$5,000.00 and under	-verbal quotation/Buyers discretion
$5,001.00 to $30,000.00	-formal quotation
$30,001.00 and over	-formal tender

b. Tenders for capital projects, defined as major building renovations, replacement of buildings, new construction, additions and transportation will be presented to the Board for approval.

NEW POLICY STATEMENTS

#3 Accessibility

It is the policy of The Board of Education for the City of Hamilton that

(a) students, wherever possible, be accommodated in their home schools.

(b) in the provision of new buildings, additions and renovations, the Board will strive to meet the Ministry of Education's suggested requirements for disabled students as listed in Appendix 1.

(c) accessibility be given consideration in all renovations and building projects, and that appropriate stakeholders be included in the planning process.

#4 Assault - Policy Against

It is the policy of the Hamilton Board of Education to investigate and act upon all reported acts of assault.

#5 Attendance Management System

It is the policy of the Hamilton Board of Education to administer an Attendance Management System which tracks, monitors and reviews employee attendance.

The purpose of attendance management procedure is to emphasize the importance of good attendance through fair and consistent administrative practices.

#6 Boundaries

It is the policy of the Hamilton Board of Education to permit students to be registered at the school within the defined attendance area as determined by their home address.

#7 Registration of Student of Schools Outside the Defined Attendance Area

It is the policy of the Hamilton Board of Education that when students wish to register in a school outside their home school defined attendance area, the Principal shall follow the attached procedure.

#8 Community Schools

It is the policy of the Hamilton Board of Education to provide community support programs at Robert Land School and Parkdale School.

#9 Diagnostic and Resource Teams

It is the policy of the Hamilton Board of Education to have in each school a Diagnostic and Resource Team to review and make recommendations for programming for exceptional and at-risk students in collaboration with parents and, where needed, additional resource personnel.

#10 Drug Education

It is the policy of the Hamilton Board of Education to provide:

(a) a preventative curriculum to reduce the incidence of alcohol-related and other drug-related problems by encouraging students to choose behaviours which promote a healthy lifestyle

(b) and procedures for drug-related incidents.

#11 Early Identification - Admission Procedures for Junior and Senior Kindergarten

It is the policy of the Hamilton Board of Education to determine a child's learning needs early in the enrolment process for Junior and Senior Kindergarten. The teacher will conduct a home visit for JK and new students in SK and through observation and parent interview, prepare for the social, emotional, and educational needs of each student. Admission to Kindergarten is delayed for the purpose of the early identification of children's learning needs.

#12 English as a Second Language

It is the policy of the Hamilton Board of Education to provide English as a Second Language/Dialect programs to meet the educational needs of students whose first language is not English.

#13 Food Policy

It is the policy of the Hamilton Board of Education to promote availability of foods with good nutritional value within the school environment.

#14 French Immersion

It is the policy of the Hamilton Board of Education that:

- the Hamilton Board of Education Early French Immersion program begin in senior kindergarten.
- the Hamilton Board of Education provide a continuous French Immersion program through to the O.A.C. level.
- students with some French competency wishing to enter French Immersion at a time other than senior kindergarten may request assessment.

#15 Middle Schools

It is the policy of the Hamilton Board of Education to have a distinct educational program and school organization for the middle school learner.

#16 Principal/Vice-Principal Selection Process

It is the policy of the Hamilton Board of Education to employ fair and objective practices for the selection of Principals and Vice-Principals.

#17 Race Relations

It is the policy of the Board of Education for the City of Hamilton to promote an environment which reflects, respects and celebrates the racial, ethnic, cultural and religious plurality of our society.

#18 Restraint Policy

It is the policy of the Hamilton Board of Education to intervene in order to limit a student from performing an action which would cause harm to him/herself and/or to others.

#19 School Trips

It is the policy of the Board of Education for the City of Hamilton to support school trips as an extension of the educational program beyond the immediate school site that directly contributes to the education of students.

#20 Security for All Board Sites and Education Centre Parking

It is the policy of the Hamilton Board of Education to provide security monitoring of all Board sites and to provide controlled access to the Education Centre building and parking lot.

#21 Trustee Communications

It is the policy of the Board of Education for the City of Hamilton that Trustees may communicate through school newsletters to parents in their Ward.

REVISED/AMENDED POLICY STATEMENTS

#22 Flying of the Flag

It is the policy of the Hamilton Board of Education that

(a) the flag be flown every school day during school hours and be lowered on the special days listed:

.Remembrance Day

.death of a student, staff member or citizen known to the school

and

(b) the flag at the Education Centre be flown at half-mast on the "Day of Mourning" (April 28 each year) to show

our respect for this day.

#23 Quarter Century

It is the policy of the Hamilton Board of Education to present a button or pin signifying long service in education and a social hour to all employees and members of the Board who have completed 25 years of service with the Hamilton Board of Education.

#24 Staff Retirement Reception

It is the policy of the Hamilton Board of Education that a reception for retiring employees be held each year and that Trustees and Senior Officials be requested to attend.

DELETED

(b) That the following Policy Statement relative to "Textbooks - Selection and Purchase of Curriculum and Teaching Materials" be deleted:

It is the policy of the Hamilton Board of Education to approve the process for the selection and purchase of Curriculum and Teaching materials.

The Chair ruled that each policy statement/operating procedure be voted on separately.

Mrs. Bishop provided a brief overview of each policy statement. She then responded to the members' questions.

The following concerns were expressed:
⇨ these policies may not be relevant to the new Board and the emerging new structure.
⇨ "rubber stamping" these policies.
⇨some of these policies/procedures are flawed and do not reflect the current practices of the Board.

Some members suggested the Board policies/procedures be submitted as an information package which could assist and provide guidelines to the new Board in their decision making. A covering letter should accompany the package, noting that the policies are not necessarily approved by the Board but are a summary/compilation of the present practices of the Hamilton Board.

Purchasing
As there were several concerns from the members with the policy, it was

Moved in amendment by Mr. Stewart: That the Policy on Purchasing be referred back to the Policy Review Committee for further review and that the Committee bring back a rationale for this policy.

After some debate, Mrs. Wall called the question and it was **Carried**.

The amendment was put to a vote and was **LOST**.

The policy was put to a vote and was **CARRIED**.
Mr. Desmarais requested the minutes reflect his abstention from the voting.

Moved by Mr. Gage: That this Committee continue to meet past 23:00 hours. Carried.

Tenders and Quotations
At this point, Mrs. Hill requested Mr. Gage to assume the Chair to permit her to speak on the item.

Mrs. Hill expressed concern that this 'policy' has not been followed nor become the practice of the Board. She then requested a recorded vote.

The policy was put to a recorded vote and was **CARRIED**. Those in favour: Trustees Bishop, Gage, MacDonald, Rogers and Wall; opposed: Trustee Hill.

Accessibility
The policy was put to a vote and was **CARRIED**.

Assault - Policy Against
The policy was put to a vote and was **CARRIED**.

Attendance Management System
The policy was put to a vote and was **CARRIED**.

Boundaries
The policy was put to a vote and was **CARRIED**.

Registration of Student of Schools Outside the Defined Attendance Areas
Mrs. Hill questioned this policy and Mrs. Bishop reiterated that the Policy Review Committee did not write these procedures - they reflect current practice.

Mrs. Wall called the question and it was **Carried**.
The policy was put to a vote and was **CARRIED**.

Community Schools
The policy was put to a vote and was **CARRIED**.

Diagnostic and Resource Teams
With the friendly amendment to insert the words "where needed" between 'and' and 'additional", the he policy was put to a vote and was **CARRIED**.

Drug Education
The policy was put to a vote and was **CARRIED**

Early Identification - Admission Procedures for Junior and Senior Kindergarten
Mrs. Bishop agreed there are concerns in this area that need to be addressed at a future time.

The policy was put to a vote and was **CARRIED**.

English as a Second Language
The policy was put to a vote and was **CARRIED**.

Food Policy
The members were advised that the development of the policy on peanut allergy is in progress and that legal counsel is being sought due to potential lawsuits from parents.

The policy was put to a vote and was **CARRIED**.

French Immersion
The policy was put to a vote and was **CARRIED**.

Middle Schools
The policy was put to a vote and was **CARRIED**.

Principal/Vice-Principal Selection Process
Mrs. Hill stated her objection to the policy and Mrs. Bishop re-emphasized the information before the Committee reflects current practice. The policy was put to a vote and was **CARRIED**.

Race Relations
Drawing the members' attention to the chart on Race Relations and Ethnocultural Equity Implementation Procedures, Mrs. Hill suggested that it should be clearly delineated under Responsibilities that the Superintendent of Human Resources will have responsibility for staffing and the Superintendent of Program for program issues.

The policy, as amended, was put to a vote and was **CARRIED**.

Restraint Policy
The policy was put to a vote and was **CARRIED**.

School Trips
The officials affirmed the educational benefits of school trips.

Mrs. Wall called the question and it was **Carried**.

The policy was put to a vote and was **CARRIED**.

Security for All Board Sites and Education Centre Parking
The policy was put to a vote and was **CARRIED**.

Trustee Communications
The policy was put to a vote and was **CARRIED**.

Flying of the Flag

Moved in amendment by Mrs. Hill: That the phrase "be lowered" in clause (a) be changed to "be flown at half-mast". **CARRIED**

Moved in amendment by Mrs. Wall: That the word "citizen" in clause (a) be changed to "person". **CARRIED**

The policy, as amended, was put to a vote and was **CARRIED**.

At this point, Mrs. Hill resumed the Chair.

Quarter Century
The policy was put to a vote and was **CARRIED**.

Staff Retirement Reception
The policy was put to a vote and was **CARRIED**.

Deleted
The motion regarding the deletion of the Policy Statement relative to "Textbooks - Selection and Purchase of Curriculum and Teaching Materials" was put to a vote and was **CARRIED**.

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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OCTOBER 1997

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GOVERNMENT DOCUMENTS

OPERATIONS AND FINANCE COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE
1997 10 07

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative & Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program)

Mrs. Hill called the meeting to order noting regrets for not attending were received from Trustee Johnstone. She then called for confirmation of the minutes.

Moved by Canon Rogers: That the minutes of the special meeting of 1997 06 24 be approved.
CARRIED

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Policy regarding the Establishment of a Non-Profit Corporation

Miss Bond reviewed the report.

Miss Bond agreed to ensure that references to the Hamilton Board "or its successor" in the Operating Procedures is clearly understood.

Moved by Miss Cunningham: That the Board approve the following policy regarding a Non-Profit Corporation:

It is the policy of the Board of Education for the City of Hamilton to support non-profit corporation as a valuable means to enhance and expand high quality educational programs and services in our community. The corporation functions in conformity with the vision and mission of the Hamilton Board in meeting the educational needs of our community through funding sources outside those provided to the Hamilton Board through the Ministry of Education and Training. The relationship between the Hamilton Board and the Corporation is defined in accordance with the Administrative Regulations.

When Clause 4. under *Use of Available Property/Space* in the Operating Procedure was questioned, the Officials noted that this is in reference to prior to the tendering process. Several trustees commented that the Corporation would become a separate entity and as such cannot receive preferential treatment

Miss Bond clarified the Corporation would receive preferential treatment only after all the other policies and procedures regarding the sale of property have been met.

Mr. Gage asked for a recorded vote and added his concern that the Board has not been thorough enough prior to launching this Corporation especially in view of the pending dissolution of this Board.

Moved in amendment by Mrs. Bishop: That the date of 1997 10 16 be included as the date given for approval in the Operating Procedure. **CARRIED.**

Mr. McIsaac, Project Leader for the Committee regarding the Non-Profit Corporation, commented that the intent of Clause 4. was to allow staff to come to the Board and ask for consideration of leasing available space before it was tendered for sale.

Noting the uncertainty regarding Clause 4, it was moved by Mr. Desmarais: That the report on the Non-Profit Corporation be referred back to the officials for further study.

During discussion, it was suggested that deleting Clause 4. would be preferable to referring it back to the Officials. Mr. Desmarais agreed and asked that his motion to refer be WITHDRAWN. Carried.

Moved in amendment by Mr. Desmarais: That clause No. 4 under "Use of Available Property/Space" be deleted from the report regarding the Non-Profit Corporation.

Members not in support of the amendment contended that some protection of space that is not needed for instructional use was vital for rental situations.

The amendment was put a vote and was **CARRIED.**

The motion, as amended, was put to a recorded vote and was **CARRIED.** Those in favour: Trustees Cunningham, Desmarais, Lowe, Rogers, Johnston, Bishop, Orban, Hicks, Wall, Paquin, Mulholland and Darby; those opposed: Trustees Gage, MacDonald and Stewart.

Report re Information and Privacy Commission Investigation (Update on Costing of Recommendations)

Moved by Miss Cunningham: That the Report re Information and Privacy Commission Investigation (Update on Costing of Recommendations) be received for information. **CARRIED.**

NEW BUSINESS:

Report re Freedom of Information (FOI) Activities 1996/97

Mrs. Avery, Human Resources Officer, reviewed the report.

Moved by Miss Cunningham: That the Report re Freedom of Information (FOI) Activities, 1996-97 be received for information and the following recommendation approved:

(a) That an annual Freedom of Information report be brought back to the Operations and Finance Committee in October of each year. **CARRIED.**

Annual Report on Major Initiatives

Mr. Matier reviewed the report.

Moved by Miss Cunningham: That the Annual Report on Major Initiatives be received for information.

The following clarifications were given from page 6 of the agenda:

Ø **"Integration of Central Office Services"** - Ms. Gillie has been given the responsibility to consolidate these departments; however, it has been put "on hold due to amalgamation.

Ø **"Middle/Secondary School Transitions"** - The middle and secondary school principals have been meeting in 'community groups' to discuss a number of issues, e.g. the transition of grade 8 students into grade 9, the orientation for students and parents, promotion practices, timetables, evaluation consistency and how programs are being delivered.

Ø **"Leadership Development"** - This initiative will attempt to put a strategic plan together regarding staff development. Employees have identified where they need help and a "bank" of needs is being built. It is the belief that employees do not have to attend conferences across the country when there are exemplary practices within this Board that can be shared.

Ø **"Development of Succession Planning"** - Employees who are interested in climbing the corporate ladder identify this need within their performance appraisal. Authentic leadership opportunities and ongoing training to develop skills are then put into place for those employees.

Ø **"Parents/Community as Effective Partners"** - This is the way in which School Councils will report to the Board. This initiative has been put on hold due to amalgamation and the fact that the Ministry has advised that Bill 160 will address the role of School Councils.

Ø **"Performance Appraisal System"** - This is the end of the first year for input into the computer regarding performance appraisals and principals/managers and superintendents are to evaluate 20% of their staff per year. A full report will be presented regarding performance appraisals at the November or December meeting of the Operations & Finance Committee.

The motion was put to a vote and was **CARRIED**.

Non-Profit Corporation

Referring to a letter he just received from the Ontario Secondary School Teachers' Federation expressing serious concerns about the establishment of this non-profit corporation, Dr. Johnston felt it was important that the members examine this letter and decide how to respond.

Miss Bond stated that she just received the communication as well. She drew attention to the last line of the letter which differs from the communication she had received from the OSSTF a month ago which included a resolution by OSSTF that "supported the continued investigation above and beyond the current delivery of program." She speculated that their concern was that the Corporation would use non-teachers in teaching positions.

Moved by Dr. Johnston: That the issue of the Non-Profit Corporation be reconsidered.

The motion was put to a recorded vote and was **LOST.** Those in favour: Trustees Gage, MacDonald, Johnston, Bishop, Stewart and Mulholland; those opposed: Trustees Cunningham, Desmarais, Lowe, Rogers, Orban, Hicks, Wall, Paquin and Hill.

Director's Annual Report - Update

Mr. Matier reviewed the report and advised that a full report will be presented at the November meeting of this committee.

Miss Cunningham asked for clarification of the acronyms on page 9 of the report and Mr. Matier replied that "PCEP" is "Parents and Community as Effective Partners" and PAS is "Performance Appraisals System".

Moved by Ms. Orban: That the Report on the Director's Annual Report, 1996-97 be received for information. **CARRIED.**

Mr. Matier responded to a query regarding Wentworth County's Director's Report that having reviewed their format he would not recommend the same for this Board. Because this Board circulates its report throughout the community, Mr. Matier particularly questioned the personalized nature of the Superintendent's reports.

When the fact that Wentworth reports on outstanding arbitration and grievances was cited as being valuable, Mr. Matier agreed that this information could be shared in a format apart from the Director's Report.

Moved by Mrs. Bishop: That a report be brought back to the Operations & Finance Committee outlining the current status of arbitrations and grievances before the end of this Board.

When questioned whether this was feasible given staff workloads, Mr. Matier offered that a similar report has to be prepared for the Education Improvement Commission before 1997 10 24 and a copy of that report could present to the Committee next month.

The motion was put to a vote and was **CARRIED.**

Report re Reserve for Financial Software

Moved by Mrs. Lowe: That the Report re Reserve for Financial Software be received for information and the following recommendation approved:

(a) That the funds set aside in the 1997 budget for the purchase and implementation of financial software, $597,000, be transferred to the Integrated Information System Reserve for use specifically towards the purchase and implementation of financial software.

Mrs. Veerman advised that the words "up to" should be inserted before the $597,000 in the motion and the members agreed.

The motion was put to a vote and was **CARRIED**.

Mr. Darby asked to be recorded as having abstained from voting.

Request from the City of Hamilton to Construct a Creative Playstructure on Adelaide Hoodless School Property

Moved by Mr. Stewart: That the Report re Request from the City of Hamilton to Construct a Creative Playstructure on Adelaide Hoodless School Property be received for information and the following recommendation approved:

(a) That the Board support the request by the City of Hamilton to enter into a joint land use agreement for the construction of a creative Playstructure on the property of Adelaide Hoodless School.

Mr. O'Connor, Manager, Design Services, reviewed the report.

In answer to questions regarding input from Ryerson United Church which is situated adjacent to the proposed playground Mr. Matier reported that the Minister at Ryerson Church is on the School Council for Adelaide Hoodless.

The motion was put to a vote and **CARRIED.**

Correspondence from the City of Hamilton regarding 100 Locke Street South, Hamilton (referred at the 1997 09 18 Board)

Mrs. Lowe noted the City's request that the Hamilton Board write off its portion of the taxes. However, should the City take title of the property, what happens to the Board's portion of the taxes.

Mrs. Veerman stated she will bring back a report to this committee.

Moved by Mrs. Lowe: That this report be referred to the officials. **CARRIED.**

Correspondence from the Essex County Board of Education regarding Copyright Laws (referred at the 1997 09 18 Board)

Moved by Ms. MacDonald: That this correspondence be referred to the officials. **CARRIED**.

Report of the Special Education Advisory Committee

Moved by Mrs. Bishop: That the following Report of the Special Education Advisory Committee be approved:

(a) That the Board of Education for the City of Hamilton support the position of the Special Education Advisory Committee regarding a letter being sent to the Ministry of Health expressing its concerns on the erosion of school health support services and that copies of this correspondence be sent to the local District Health Councils, Community Care Access Centre (CCAC), the Ontario Public School Boards' Association (OPSBA), the Provincial Special Education Advisory Committee and the Regional Office of Education.

Dr. Tomlinson reviewed the rationale for the SEAC recommendation, noting the significant reduction in service that is expected.

Following some discussion, the members agreed that the Board, by adopting the recommendation, would be supporting SEAC's position and concerns and concluded that the letter should be sent by the SEAC with the Board's endorsement.

The motion was put to a vote and was **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Plastimet Fire

Requesting that the Board support a letter being sent to each municipal, provincial and federal government asking for an inquiry or at least the opportunity to participate in a questionnaire being composed by several community members regarding the Plastimet Fire, it was moved by Ms. MacDonald: That the topic regarding the Plastimet Fire be considered for discussion this evening. **LOST**

The Chairman advised that this item will be on the November agenda of the Operations and Finance Committee agenda.

Centennial Plaque

Moved by Ms. Orban: That an update be provided on the Sesquicentennial Plaque. **CARRIED.**

Ms. Orban noted that the officials' names are on the plaque but their titles have been eliminated. She felt that in order to give the plaque more credence the officials names and titles should be imprinted on the plaque.

Dr. Johnston, as Chairperson for the 150 Years of Excellence Committee explained that input on the wording for the plaque came from trustees and Board officials. Several comments resulted in listing the elected officials alphabetically. The officials preferred not to have their titles on the plaques in light of the fact that several of the titles were "interim" appointments.

Moved by Ms. Orban: That official titles be reinstated for posterity.

Mr. Darby suggested that, since this is the last Board before amalgamation, the officials should be recognized in their official capacity without the word "interim".

Mr. Matier agreed the problem was with the word "interim" but it would be acceptable to include the officials' titles without that designation.

The motion was put to a vote and was **LOST**

Moved by Mrs. Wall: That the words "Interim Director and Chair" be deleted from the Centennial Plaque. **LOST**

Moved by Mr. Darby: That the word "Interim" be removed from the Director's Title on the Centennial Plaque. **CARRIED.**

Moved by Ms. Orban: That the word "Chair" be removed from the Centennial Plaque. **LOST**

On a motion made by Miss Cunningham to cancel the Plaque, the Chair was challenged for accepting the motion because this decision has already been made by the Board.

The challenge to the Chair was **CARRIED.**

Recommendations of the Director of Education and Secretary

Moved by Ms. Cunningham: That the Recommendations of the Director of Education and Secretary be approved. **CARRIED.**

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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MINUTES OF THE
SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE
1997 11 06

GOVERNMENT DOCUMENTS

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond, (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustees Korz and Patenaude.

GENERAL

NEW BUSINESS:

Options to Consider - Teachers To Return to Work

Mr. Matier provided an overview and then called on Ms. D. Russon, Employee Relations Manager, who reviewed the Report and then responded to the members' questions.

Noting that the Provincial Federation for elementary teachers would be making an announcement at 19:30 hours this evening regarding their members possible return to the schools by Monday, it was

Moved by Dr. Johnston: That consideration of this item be deferred until after the news release from the elementary teachers' Federation at 19:30 hours.

Dr. Johnston noted further that other options, e. g. the recommendations from the Ontario Public School Boards' Association (OPSBA), may be worth exploring.

Stating she was not supportive of the deferral motion, Mrs. Wall said she would be prepared to move Option 1 if the motion was defeated.

It was confirmed for the members that legal action was sought relative to the options outlined in the report.

Mr. Mulholland advised that the federations for the separate school teachers and public secondary teachers will be meeting over the weekend and hopefully make a decision to return to the schools next week.

Mr. Stewart called the question and it was **Carried**.

The motion was put to a vote and was **CARRIED**.

ELEMENTARY/SECONDARY

Report from the Officials regarding Amendments to the 1997-98 School Year Calendar

[The members agreed with Mr. Desmarais that this item should be considered under Elementary/Secondary]

When Mr. Darby noted this item should have been brought to this Committee rather than to the Special Board Meeting later this evening, Mrs. Hill requested and obtained the two-thirds majority vote to consider this item at this time.

In reviewing the proposed changes to the 1997-98 School Year Calendar, Mr. Matier noted the timetable for OAC students would be slightly different.

Moved by Ms. Orban: That the Report re Amendments to the 1997-98 School Year Calendar be received for information and the following recommendation approved.

1. That the 1997-98 School Year Calendars be amended as follows:

ELEMENTARY

(a) That, if schools are open to instruction on Monday, 1997 11 10, the Professional Activity Day scheduled for that day be cancelled and that it be declared an instructional day.

SECONDARY

(a) That, if schools are open to instruction on Monday, 1997 11 10, the examination day scheduled for that day be cancelled and that it be declared an instructional day.

(b) That, upon the teachers' return to work, a schedule of eight instructional school days followed by an examination period of 4 school days be established. On each of the 4 days, the examinations to take place during one period out of the 4 instructional periods.

Responding to the members' concerns, Mr. Matier clarified that the proposed amendments were arrived at in consultation with the principals' associations. In terms of the examination days at the secondary school level, the principals agreed to work out a viable examination schedule.

The motion was put to a vote and was **CARRIED**.

The meeting then recessed to await the news release from the elementary school federations. At the resumption of the meeting at 20:00 hours, the members received news that the three elementary school federations have asked that there members report to work on by Monday, 1997 11 10.

GENERAL

NEW BUSINESS:

Options to Consider - Teachers To Return to Work

Ms. Orban expressed her relief and appreciation for the decision reached by the federations.

Restating that similar announcements could come from the secondary school federation on the weekend, it was

Moved by Mr. Mulholland: That consideration of this item be tabled to the November meeting of the Operations and Finance Committee. **CARRIED**

The meeting then adjourned.

Read and confirmed,

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rt CHAIRMAN

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ian), Desmarais, Lowe, Rogers and Cunningham

Not Present: Trustees Gage and MacDonald.

GOVERNMENT DOCUMENTS

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Korz, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), F. Cooke (Interim Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mrs. Hill called the meeting to order.

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES

Report re Revised School Year Calendar, 1997-1998

Dr. Tomlinson reviewed the Report and then responded to the members' questions.

The following clarifications were provided should the revised calendar be approved:

⇨There will be no major disruption with the graduation timelines.
⇨A special timetable, taking into consideration the exam days and requirements from the universities and community colleges, will be developed for senior and OAC students.
⇨There was enough discussion/consultation among the principals and school councils on the issue.
⇨Parent/student awareness of the revised school calendar will be facilitated through a memorandum from respective school principals and a press release from the Board's Public Relations Office.

Mr. Hicks suggested a follow-up news release through school newsletters.

Moved by Mrs. Wall:

That the Report re Revised School Year Calendar, 1997-98 be received for information and the following recommendations approved:

Elementary

That November 10 and January 28 be changed to instructional days [November 10 changed to instructional day at a previous meeting]

Secondary

That Semester I be extended to February 3.

That mid-term examination days (November 6, 7, 10 and April 7, 8, 9) be changed to instructional days. [Exceptions may be made for Senior and OAC students since Semester II mid-term marks are submitted for college and university entrance.]

That February 27 (Professional Activity Day) and June 22 (Examination Day) be changed to instructional days.

The motion was put to a vote and was **CARRIED**.

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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OPERATIONS AND FINANCE COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE
1997 12 09

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, Rogers and Cunningham

Not Present: Trustee MacDonald

Also Present: Trustees Bishop, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer) and K. Bain (Interim Assistant Superintendent of Schools).

The Chairman called the meeting to order and noted that regrets for being unable to attend this evening's meeting were received from Trustee MacDonald.

Moved by Dr. Johnston: That the minutes of the regular meeting of 1997 03 04, 1997 04 08, 1997 06 10, and special meetings of 1997 04 02, 04 07, 04 09, 04 14, 04 17 and 11 20 be approved. **CARRIED.**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Transportation Progress Report

Mr. Sage, Manager, Special Projects, Audit, Assessment, Property, Insurance and Transportation reviewed the report.

Moved by Ms. Orban: That the Progress Report on Transportation be received for information. **CARRIED.**

Appreciation was extended to Mr. Sage for his work in the area of transportation.

Auditor's Report re Recruitment of Visa Students and Board Policies - requested by Trustee Hill

At Mrs. Hill's request, Trustee Desmarais assumed the Chair.

Mrs. Hill, recalling this issue had surfaced at the November meeting of the Operations and Finance Committee, made some comments regarding the necessity of the recommendations in the Auditor's report and asked to have them recorded in the minutes.

Mrs. Wall challenged the Chair accepting the comments and request without debate and not asking the members for a two-thirds majority vote whether they wish to continue with the item since it was not on the agenda distributed.

Mr. Desmarais responded that he had not taken any position on the issue but was putting people on the speakers' list.

When other comments came forward in support of Mrs. Wall's concerns, she challenged the Chair for permitting debate to continue.

Mr. Desmarais called for the members to vote, noting that a vote in favour would permit the comments to be entered into the record of the minutes.

The vote was Lost and Mr. Desmarais noted that the comments were out of the record.

Mrs. Hill indicated that she will request that her comments be recorded when the November minutes are confirmed.

NEW BUSINESS:

Annual Report on Public Relations Planning

Ms. Jane Allison, Public Relations Officer, reviewed the report.

Moved by Dr. Johnston: That the Annual Public Relations Report be received for information.

Appreciation was extended to Ms. Allison for her work and dedication as the Public Relations Officer of the Hamilton Board of Education.

Believing that the report, and in particular the 1998 forecast, will impact on the new district school board, it was moved by Ms. Orban: That this report be referred to the new Board.

Ms. Allison clarified that the forecast provides a sense of the expected of trends that will happen in 1998. It is not intended to set a direction but to provide an awareness of the issues.

Several members concurred noting that this report is for information only. The new board will decide how it will disseminate information.

Concerns were then expressed that political statements should come only from the Chairman or Vice-Chairman of the Board in order to ensure consistent views of the Board are expressed.

Mr. Matier clarified that when Ms. Allison makes comments to the media it is in her role as Public Relations Officer and only after consultation with the Chairman and Officials as appropriate. He noted that the media has been made aware that the Public Relations Officer is not the spokesman for the Board; however, it is beyond the Board's control when it is reported as such in the newspaper. He empahsized that Ms. Allison communicates information as gathered to the media. It was also noted that, on occasion, the Chairman has referred the media to the Public Relations Officer,

During discussions, it was suggested that this is an area that the new school board needs to review. On the other hand, it was offered that the new school board can effect any changes that it wishes with or without referring this report to them.

Ms. Allison clarified that the reference to the "funds from PR budget to cover potential shortfall on printing costs ..." should have indicated that it was a *loan* with the expectation that the funds will be returned.

The question on the amendment was called and was Carried.

The amendment was put to a vote and was **LOST.**

The motion was put to a vote and was **CARRIED.**

Mrs. Hill resumed the Chair.

Report re Interim Financial Status Report - 1997 10 31

Ms. Irene Polidori, Manager, Financial Services, reviewed the report.

The following areas were clarified for the members:

- page 30 - there are unfilled vacancies in the Plant Department; assistance was required, on a contract basis, for projects and these wages were recorded under temporary assistance. While some of these positions were budgeted under Salaries and Wages, the actual expenditure is outlined on page 31 of the report

- page 23 - clarification will be brought forward for the members on what was overspent in the budget for furniture and equipment as outlined

- page 36- $7,000 expenditure was for computers and computer hardware; however, there is an invoice of $50,000 that the Board is waiting for payment.

- a report will be presented at Thursday, 1997 12 11 to the Personnel and Organization Committee regarding the costs for outsourcing caretaking services at three sites compared with the Board's own staff.

Moved by Ms. Orban: That the Interim Financial Status Report - October 31, 1997 be received for information. **CARRIED.**

Report re 1997 Forecast of Expenditures and Revenues

Mrs. Veerman reviewed the report and Mrs. Dawson, Budget Manager, reviewed pages 41-45A of the agenda.

Moved by Miss Cunningham: That the 1997 Forecast of Expenditures and Revenues be received for information.

Information and clarification was given on the matter of Child Care Rebates as legislated by the Province of Ontario (Bill 161) as a result of the teachers' work stoppage. A copy of the memorandum to Principals outlining the process was distributed to the members:

Mrs. Veerman provided the following clarification:

- under the current Education Act, any savings from a strike are put into a reserve fund and used to pay expenses associated with the strike
- while the payments have to be paid by February, 1988, the child care expenses will be charged to the 1997 budget
- Bill 161 has authorized Boards of Education to make these payments; therefore, the subsequent changes to the budget do not required approval
- it is expected that approximately 18,000 cheques will be mailed to parents
- two other categories which qualify for the rebate are students who may be over the age of 13 but who have been identified exceptional through the IPRC process and any children attending day care or nursery school facilities within a Board's schools.

It was noted that some parent groups are encouraging parents to return the rebate to the schools and it was questioned whether the Board could offer or promote this alternative.

Mrs. Veerman replied there have been numerous requests and one of the options is to make the donation through the Hamilton Board of Education Foundation. The Officials agreed to share this information at the Principals' meeting when the memorandum is distributed and the process discussed.

Several trustees expressed concern that, by law, savings generated from a strike have to be paid back to all taxpayers and not just parents with children under the age of 13. Mrs. Hill noted the officials cannot challenge the Ministry's directive to them.

Several members spoke in support of advising parents on the procedures for donating money back to the schools. Several felt that the Board should pursue challenging the government's direction in mandating the Board's facilitate the refund process.

Discussion then took place on the directives of Regulation 283 dealing with disbursement of funds as a result of cost savings from a strike. It was pointed out that any money left in a reserve after expenditures goes back to the taxpayers. However, the Regulations clearly state that the Minister can determine what are 'expenditures' and he has determined that the $40-a-day child care rebates are expenditures.

Mr. Matier agreed to contact OPBSA to find out if any other Board is challenging the government; however, at the present time, he believes there is no other option but to process the refunds.

The motion was put to a vote and was **CARRIED**.

Moved by Ms. Orban: That, in addition to the application form to be distributed through the schools, parents also receive an additional form stating the options available to them allowing them to return the $400 to this Board through the Board of Education for the City of Hamilton Foundation. **LOST.**

Report re 1998 Insurance Premiums

Mr. Sage reviewed the report.

Moved by Mrs. Wall: That the Report re 1998 Insurance Premiums be received for information and the following recommendations approved:

(a) That the Board of Education for the City of Hamilton authorize payment to the Ontario School Board's Insurance Exchange for the applicable portion of the Board's liability premium, Trustee Group Accident and contribution to the Guarantee Fund effective January 1, 1998.

(b) That the Board of Education for the City of Hamilton authorize the payment of premium to the Dalton Timmins Group for the Hamilton Board's applicable share of the Property, Automobile, Crime, Data Processing, Boiler and Machinery insurance portfolio effective January 1, 1998. **CARRIED.**

Update on Public Relations "loan" for 150 Years of Excellence Book - requested by Trustee Johnstone

Mr. Matier reported the Book Committee has indicated they have $16,000 to date to repay the loan, leaving a balance of $4,000. They remain confident that this obligation will be met by the end of the year.

Clarification of Exchange Students - Trustee Cunningham

Miss Cunningham raised concerns around this area and stated she spoke with Frank Cooke who is designated as the Board's representative on the Ontario Student Exchange Program.

Mr. Matier reported that he spoke with the Principal at one of the schools where a group of students from Brazil are arriving next week and he shared the following information:

- five students will be arriving from Brazil the week of December 15th for a cultural exchange.
- three students will be billeted with families of students attending Sir Allan MacNab and two with families of students attending Westdale
- as part of the exchange, they will attend some classes with their guest hosts
- this is not an educational exchange as defined by the Ministry
- the students will not receive any credits or instruction; their focus is on visiting classes where there is a strong language component, i.e. drama, geography, etc.
- the students will be returning to Brazil in February, 1998
- this program has been offered to schools and School Councils; however, there is no obligation to participate

Miss Cunningham pointed out the following concerns:

- personnel at the Ministry have concerns with this privately-operated program
- athough this is termed an 'exchange program', there are no students from the Hamilton Board going to Brazil
- what is the potential liability for the Board
- there are questions related to the immigration aspect of this operation
- the agencies that are arranging these exchanges are profit organizations whereas the Ontario Student Exchange Program was a non-profit venture
- host parents are receiving fees for their participation
- the expectation is that the students are going into the classrooms (Miss Cunningham read from Daniel Folkes letter)
- is there a Board policy regarding cultural exchanges?

Mr. Matier concurred that there are no students travelling to Brazil as part of this exchange.

Miss Cunningham added that the Ministry has concerns that this program is going through private individuals rather than the Provincial exchange program. She felt the members needed to be aware of the concerns in order to provide some direction.

Mr. Matier stated that he will investigate the matter further and, in particular, the Ontario Student Exchange Program and report back to the members.

Miss Cunningham replied to a question that she was informed of these exchanges through a phone call from someone who was concerned about the billeting of some of these students.

Several members agreed that there were questions that needed to be answered; in particular, the use of the term exchange when there is no reciprocal exchange of students being effected. Others noted that:

- the Board used to sponsor the Ontario Student Exchange Program
- the Board's services are being given away to a private individual who arranges these exchanges
- while a private individual is making some profit, the Board is not receiving any funds in return for its participation

Mrs. Wall asked if there are teacher chaperones that accompany these students.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education and Secretary

Moved by Mr. Stewart: That the recommendations of the Director of Education and Secretary be approved. **CARRIED.**

Mr. Bain confirmed that all school trips have an educational component. Ms. Orban, noting that school trips are often curtailed when there is job action, hoped that in the future as staff are hired that the extra-curricular activities are understood to be a part of the teacher's role.

The Committee then met in-camera where no action was taken.

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

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NOVEMBER 1997

OPERATIONS AND FINANCE COMMITTEE

URBAN MUNICIPAL

JAN 2 1998

GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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1997 11 11

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MINUTES OF THE OPERATIONS AND FINANCE COMMITTEE
1997 11 11

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Not Present: Trustee Lowe

Also Present: Trustees Bishop, Darby, Johnston, Johnstone, Mulholland, Orban, Paquin and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), P. Gillie (Superintendent - Administrative & Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mrs. Hill called the meeting to order, noting regrets for not attending were received from Trustee Lowe.

A moment of silence was lead by Canon Rogers in recognition of Remembrance Day.

Moved by Canon Rogers: That the minutes of the regular meetings of 1997 05 06, 1997 09 09 and special meeting of 1997 09 16 be approved. **CARRIED.**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report from the Officials re Referral of Clause regarding Approval of School Initiated Projects

Ms. Gillie reviewed the report.

Moved by Mr. Gage: That school initiated and funded projects for changes of use, repairs, renovations or capital improvements affecting the services, property, utilities or buildings of the Board, receive formal approval of the Superintendent - Administrative and Operational Services, and this approval process be developed as part of the process to review school-initiated projects.

In response to question, Ms. Gillie noted that specifics of the process, including timelines, have not been established but will be when the appropriate people are convened for the projects.

Ms. Gillie replied to a further question that students could possibly be involved depending on the particular project.

The motion was put to a vote and was **CARRIED.**

Report on Outstanding Grievances That Have Been Scheduled for Arbitration

Moved by Mr. Darby: That the report be referred to the Personnel & Organization Committee meeting scheduled for Thursday, 1997 11 13. **CARRIED.**

Report re City of Hamilton Request - 100 Locke Street South

Mr. Sage reviewed the report attached to the agenda.

During discussion, it was noted that:

- the City does not want to take ownership of this property; it is considered to be an environmental nightmare beneath the surface
- however, should the City assume ownership, it is possible for them to declare the taxes uncollectible and ask the Board to repay their portion of the taxes
- the last paragraph in the report points out that the Officials are willing to co-operate with the City in seeking a legislatively viable solution and bringing such a recommendation to the Board for approval
- Mr. Sage noted that there are several options that could be pursued to attempt to address the problem

Moved by Ms. Orban: That the Report re City of Hamilton Request - 100 Locke Street South be received for information and the following recommendation approved:

1. That the Board of Education for the City of Hamilton advise the City of Hamilton that:

(a) the board has no statutory authority for making grants to third parties for non-educational purposes, and

(b) as the Education Act does not provide for a public Board of Education to levy municipal taxes, it also has no authority under the Municipal Act to abate or refund taxes.

During further discussions, Mr. Sage clarified that Theatre Aquarius' request for forgiveness of taxes was based on a private member's bill which required support from all taxing parties and that this scenario can only apply to non-profit purposes. The City has never directly asked the Board to forgive taxes prior to this request.

Mr. Sage replied to a question that he did not know the status of the Good Shepherd's application for a license to build and operate a 19 unit long-term care facility on this site.

Mr. Matier responded to a question that the fact that co-op students are placed at the Good Shepherd facility does not provide tax benefits.

Members in support of the motion noted that approval would facilitate the creation of a long-term care facility for the City.

The Chairman clarified that, if the motion were adopted, negotiations with the City would continue to seek a solution. On the other hand, suggesting that this is not the only contaminated lot in the City that is in tax arrears, caution was expressed about setting a precedent by granting the City's request.

Mr. Sage clarified that the report from the Officials states their position that the Board cannot do what the City is specifically requesting in the letter - to write off back taxes.

Moved in amendment by Mrs. Wall: That the Ministry of Health, Housing and Education be approached about solutions to the request of the City of Hamilton regarding 100 Locke Street South.

During further discussions, it was suggested that the report did not provide enough information on the major issues around this situation from the Good Shepherd's point of view. Mrs. Hill pointed out that the request for forgiveness of tax arrears did not come from the Good Shepherd but from the politicians at City Hall to the elected officials at the Hamilton Board. Therefore, the report from the Officials addressed the Good Shepherd's proposal but only the request as stated in the City's letter.

The amendment was put to a vote and was **LOST.**

Moved in amendment by Ms. Cunningham: That the following recommendation be included in the Report re: City of Hamilton Request 100 Locke Street South:

(c) That the Hamilton Board of Education write to the City of Hamilton requesting that the City extend the grant to cover the Hamilton Board portion of the taxes. **CARRIED.**

The motion, as amended, was put to a vote and was **CARRIED.**

Report re Essex County Board of Education: Copyright Laws

Moved by Mr. Darby: That the Report re the Correspondence from Essex County Board of Education: Copyrights Laws be received for information and the following recommendation approved:

(a) That the Chairman of the Hamilton Board of Education write a similar letter to the Prime Minister, area Members of Parliament and appropriate Ministries and that copies of the letters be sent to the Ontario Public School Boards' Association. **CARRIED.**

Options to Consider - Teachers to Return to Work [Tabled at the 1997 11 06 Special Operations and Finance Committee]

There was no motion forthcoming to lift the report from the table.

Auditor's Report regarding the Recruitment of Visa Students [referred at 1997 11 06 Special Board]

Verbal Response from the Officials re the Model for Future Revenue Generation Projects

Mr. Matier in referencing each of the proposals on page 7 in the Auditor's Report commented that the Officials could support them.

Mrs. Veerman clarified that the reference in the Auditor's Report is to a model for program costing that was adopted in 1993 reflects the manner in which information is gathered. She pointed out, however, that based on this model, Ministry requirements for a new funding model may change and impact on how costings are prepared.

Moved by Mr. Gage: That the verbal report from the Officials regarding the Auditor's Model for Future Revenue Generation Projects be received for information and the following motion approved:

(i) That the following Model for Future Revenue Generation Projects be approved:

When a revenue generation project is identified, the following procedures should occur:

(a) Ensure that the project is within the spirit of the Board's mission statement of providing a better education for the students of the City of Hamilton.

(b) Ensure that the revenue generation project meets the permissive legislation of the Regulations of the Education Act as administered by the Ministry of Education and Training.

(c) Have the financial viability of the revenue generation project approved by the Superintendent of Finance and the Financial Services department.

(d) Have the Board review the above information and approve the commencement of the project.

In determining the financial viability of the project, the Financial Services Department can make use of its Program Costing Model, or its replacement, which was presented to the Operations Management Committee in June 1993. This model outlines the financial data to be accumulated and assessed in concluding as to the financial viability of a program prior to its implementation. This model identifies both direct and accommodation costs, as well as the revenues that will be generated from the project and intangible factors to consider.

Mr. Gage noted that his motion added the words "*or its replacement*" in the last paragraph from what was stated in the report.

Mr. Matier responded to Miss Cunningham's question that there is really no difference between the proposed policy and what is current Board practice.

Suggesting that this policy could cover more than just revenue generating projects, it was moved in amendment by Mrs. Wall: That the words "Revenue Generation" be deleted from the model.

Mrs. Veerman responded to a question that it is the practice of this Board that the accountability for approval of expenditures rests with the superintendent who is charge of the budget.

Mr. Matier referenced the superintendent's growing accountability in this area by virtue of the quarterly updates to the trustees on the status of their budgets.

Mr. Gage offered that his motion lays out guidelines and rules by which members can ask questions and ensures procedures are followed, including coming to the Board for approval as appropriate.

Miss Cunningham, concurring that these processes are in place now, suggested that difficulty arises when there is no mechanism by which Finance can bring a problem to the attention of the Board.

Dr. Johnston called the question and it was Carried.

The amendment was put to a vote and was Carried.

The motion, as amended, was put to a vote and was Carried.

Mr. Gage suggested that if operating procedures were in place then the internal controls would have brought these issues to the Board for approval. If not, then fiduciary responsibilities should have rested with the officials to report this and he asked what measures would the Director now take regarding these responsibilities. He added that there was no evidence of a breech of fiduciary duties in the Auditor's Report.

Miss Cunningham pointed out that the Board's Development Standing Committee has such policies specified in its mandate. She added that neither the Auditor's Report nor the lawyer's report addressed this aspect because that was not asked for.

The Chairman ruled Mr. Gage's suggestion that it is up to the Chairman of the Board to show him where these policies exist out of order since Officials write reports to the Board and not the trustees. She suggested he may wish to make a motion directing the Finance Department to research policies and motions to see if a breach has occurred.

Moved by Mr. Gage: That the Acting Director of the Hamilton Board and Acting Superintendent of Finance review and a report be presented regarding all policies that would have impacted or eliminated the problems that we saw occur in the recruitment of Visa Students.

Several trustees suggested that the Board was going over history and urged the members look to the model just adopted.

The motion was put to a vote and was Lost.

Visa Students - Auditor's Bill?

Referencing the motion that stated additional fees would be paid upon presentation of the Auditor's Report regarding the recruitment of visa students project, Mrs. Veerman noted there are two outstanding bills to be paid: one for $1,163.00 and the other for $8000.00 plus GST

Ms. Polidori agreed to check an error in calculation in hours reflected in one of the bills.

Moved by Mr. Mulholland: That the following fees regarding Visa Students be paid:
(a) the outstanding balance of $1,163.00 for legal fees, and
(b) $8000.00 plus GST for the Auditor's Report
CARRIED.

NEW BUSINESS:

Director's Annual Report

Mr. Matier drew the members' attention to the draft printout of the Director's Annual Report and recommended that this report continue to be used as an avenue for outreach to the community in sharing some successes and activities of the Board. He asked Ms. Allison, Public Relations Officer, to highlight the report.

Ms. Allison indicated that a one-sided version of the report will be in the Hamilton Spectator and an expanded two-sided report delivered to the schools, parents and other interested members of the public. In addition to the outreach aspect of the report, it is also an accountability tool, it celebrates the successes of students, teachers and the system and truly reflects the school/community partnerships that have been fostered. She noted the added significance to this report as it is the final Director's Annual Report of the Hamilton Board of Education.

Moved by Ms. Orban: That the Director's Annual Report (draft) be received for information.
CARRIED.

Ms. MacDonald asked to be recorded as having abstained from voting.

Annual Report on Public Relations Planning - To be deferred

Moved by Dr. Johnston: That the Annual Report on Public Relations Planning be deferred to the December meeting of the Operations and Finance Committee. **CARRIED.**

Public Inquiry on the Plastimet Fire - Requested by Trustee MacDonald

Moved by Ms. MacDonald: That the Board of Education for the City of Hamilton urge the Provincial Government to order a public inquiry on the Plastimet Fire.

Ms. MacDonald gave a synopsis for her request and noted the wide-ranging impact on schools in the immediate area of the fire as well as many others in the various sections of the City as a result of the smoke plume. As trustees of the Board, she urged the members to support the motion to protect the health of the students who may have been affected by the toxins that were in the air during the fire.

Several trustees spoke in support of joining with other community groups who have voiced the same concerns.

Some discussion took place regarding writing to the Academy of Medicine as well but Ms. MacDonald declined to accept the suggestion as a friendly amendment, preferring to keep her motion as stated.

The motion was put to a vote and was **CARRIED.**

Report re the Board of Education for the City of Hamilton Foundation

Ms. Polidori, Manager, Financial Services, reviewed the report.

Moved by Miss Cunningham: That the Report re the Board of Education for the City of Hamilton Foundation be received for information. **CARRIED.**

Verbal Update - Removal of PCB's from Dundurn Street Building - requested by Trustee Hill

Ms. Gillie reminded the members that removal of PCBs was referenced in the report on the Sale of Dundurn as a condition of sale. Currently, the Board staff is working with TESCOR (energy performance contract) and the Ministry of Environment and Energy to determine how best to effect the removal. Ms. Gillie agreed to bring back a report on the final resolution to the removal.

Moved by Canon Rogers: That the Verbal Update - Removal of PCB's from Dundurn Street Building be received for information. **CARRIED.**

Report of the Special Education Advisory Committee

Moved by Mrs. Bishop: That the following Report of the Special Education Advisory Committee be approved:

1. That the Director of Education and Secretary send a letter to the local associations and additional members who are not representative of a local association, that are currently on the Special Education Advisory Committee (SEAC), notifying them:

a) of the requirements of Section 206 of the Education Act for representation on the SEAC;

b) that they may name a representative, and if they choose an alternate, both of whom must meet the requirements of Section 206; and

c) that the name of the representative and the name of the alternate are to be submitted in writing to the Office of the Director by 1997 11 15 for approval by the new District School Board on 1997 12 01. **CARRIED.**

Thanks to the Chairman

Moved by Mr. Desmarais: Que le comite des finances et du fonctionnement ainsi que tous les members du conseil experiment leur appreciation a vous conseillere Sandy Hill pour l'expertise et l'efficacity avec laquelle vous avez preside ce comite au cours de cette derniere anneee.

(Translated): That the Operations and Finance Committee and all Hamilton Trustees express their appreciation to Trustee Sandy Hill for her expertise and forthright manner in chairing the meetings of this Committee throughout this past year. **CARRIED.**

Verbal Update - Ontario Technological Educators Association Concerns - requested by Trustee Johnstone

The Chairman requested and obtained the required two-thirds majority vote to consider this added item to the Agenda.

Mrs. Johnstone referenced the article in the Hamilton Spectator which suggested there were safety concerns in the technology/science classes.

Ms. Allison in presenting some background to the article, noted that a press conference had been called by the above Association and, while it is clear they were not indicating wrong-doing on the part of the Hamilton Board, the media has brought the issue to the local level. Mr. Matier added that the officials received a letter last month with some of the same accusations as noted in the media and they are in the process of investigating the concerns. He stressed that they believe the Association has taken parts of the various regulations, policies and codes to create their scenarios and he suggested that trustees offer no comment when they receive phone calls and indicate that the matter is being investigated.

Mr. Matier agreed to bring further information relative to the specific issues the organization has targeted to the Personnel and Organization Committee on Thursday, 1997 11 13.

ELEMENTARY/SECONDARY

NEW BUSINESS:

New Policy Statements:

Registration of Students of Schools Outside the Defined Attendance Area

Mr. Bain reviewed the report.

Moved by Mr. Darby: That the Report regarding the Policy on Registration of Students of Schools Outside the Defined Attendance Area be received for information and the following recommendations approved:

a) That the Policy and Operating Procedures regarding Registration of Students of Schools Outside the Defined Attendance Area be approved.

b) That the Policy be presented to school administrators by the Superintendent/Assistant Superintendent of Schools

During discussions, the following points were raised:

- there are school boundaries; however, there is not a policy of registration procedures for students *within* the defined attendance area
- while school boundaries have been established, they have not been approved by the Board
- the report represents current practice at the Hamilton Board and this needs to be formalized as a policy to facilitate the operations of the new school board
- there is flexibility to allow principals to use their judgement on a case by case basis
- the Operating Procedure appears to be system friendly but not parent/student friendly

Mr. Matier confirmed that when the new school board is formed, both current practices and policies for each board will continue until such time as they need to be aligned.

Expressing concerns with #8. in the Operating Procedure, Mrs. Wall asked that it be voted on separately.

Clause 8. in the Operating Procedure was put to a vote and was Carried.

The rest of the Report was put to a vote and was **CARRIED.**

Early Identification - Admission Procedures for Junior and Senior Kindergarten

Dr. Tomlinson reviewed the report.

Mr. Gage expressed some concerns with the delay of up to two weeks before senior kindergarten students start attending school.

Dr. Tomlinson responded that, for blended classes, the kindergarten teacher and the principal attempt to comply with the home visits as early as possible.

The necessity of teachers making home visits was questioned. Dr. Tomlinson responded that the home visits are to assess the student's learning needs and it is felt to be much better to assess the student in his/her own home environment rather than a strange setting.

Agreeing that the policy needs to be reviewed, Mrs. Bishop noted that this report presents the practice of the Board and, with the pending new school board, it should be adopted as a policy of the Hamilton Board.

The Chairman added that some of the concerns surfaced by the members will be for the new school board to debate and decide.

Moved by Mrs. Bishop: That the Report re Policy Statement regarding Early Identification - Admission Procedures for Junior and Senior Kindergarten be received for information and the following recommendation approved:

(a) That the Policy Statement regarding Early Identification - Admission Procedures for Junior and Senior Kindergarten be approved. **CARRIED.**

Recommendations of the Director of Education

Moved by Canon Rogers : That the recommendations of the Director of Education and Secretary be approved. **CARRIED.**

Research Requests:

(a) Queen's University Survey of Health Behaviours in School-Aged Children - A Cross-National Study

Moved by Miss Cunningham: That the Report re Survey of Health Behaviours in School-Aged Children, A Cross-National Study - Queen's University be received for information and the following recommendation approved:

(a) That the request to include our students in a research study sponsored by Health Canada and conducted by Queen's University regarding Health Behaviours in School-Aged Children be granted, provided that the involvement of students is voluntary and with parental consent.

Expressing concerns that there would be no controls on what the information on the questionnaires could used for following the completion of the survey, it was moved in amendment by Ms. MacDonald: That the written data from this survey be destroyed after it has been input into the computer.

When asked, the Officials indicated that the schools chosen were randomly selected by the researchers.

The amendment was put to a vote and was **LOST.**

The motion was put to a vote and was **CARRIED.**

(b) Children's Hospital of Eastern Ontario Comparative Study of Eating Attitudes, Behaviours and Disorders in Young Women With/Without Type 1 Diabetes

Moved by Mrs. Bishop: That the Report re Comparative Study of Eating Attitudes, Behaviours and Disorders in Young Women With/Without Type 1 Diabetes - Children's Hospital of Eastern Ontario be received for information and the following recommendation approved:

(a) That the request to include our students in a research study sponsored by the Children's Hospital of Eastern Ontario regarding A Comparative Study of Eating Attitudes, Behaviours and Disorders in Young Women With/Without Type 1 Diabetes be granted, provided that the involvement of students is voluntary and with parental consent.

Citing the same concerns as in the above survey, it was moved in amendment by Ms. MacDonald: That the written data from this survey be destroyed after it has been input into the computer. Lost

When asked, the Officials indicated that the schools chosen were randomly selected by the researchers. When some members were cautious about this being a truly random selection, the officials agreed to provide additional information relative to the selection process employed for the members prior to the November meeting of the Board.

The motion was put to a vote and was **CARRIED.**

Verbal Report - Amendment to the 1997-1998 School Year Calendar - Elementary

Dr. Cooke reviewed the report and asked for approval to change the P.A. Day from December 5th to December 12th, 1997 to allow the teaching staff more time to prepare report cards and prepare for parent interviews. He added that the schools were polled regarding the proposed changes and all but two elementary schools supported the changes.

Moved by Mr. Mulholland: That the P. A. Day scheduled for December 5th, 1997 be changed to December 12, 1997 and that the Verbal Report - Amendment to the 1997-1998 School Year Calendar - Elementary be received for information.

Concerns expressed during discussion noted that:

- having had the school year calendar for some time now, many parents could have made arrangements for the December 5 P.A. day
- the proposed changes could be viewed as a further inconvenience to the parents and students
- the proposed changes could also be viewed as a convenience to teachers

The motion was put to a vote and was **LOST.**

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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UTES OF THE SPECIAL MEETING
ERATIONS AND FINANCE COMMITTEE
1997 12 16

rman), Desmarais, Gage, Johnston, MacDonald and Rogers.

Not Present: Trustee Lowe.

Also Present: Trustees Darby, Hicks, Johnstone, Mulholland, Orban, Paquin and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), P. Gillie (Superintendent - Administrative and Operational Services), K. Bain (Interim Assistant Superintendent of Schools).

URBAN MUNICIPAL

Mrs. Hill called the meeting to order and noted that regrets for being unable to attend this evening's meeting were received from Trustee Lowe.

JAN 2 1998

GENERAL

Auditor's Report re Recruitment of Visa Students and Board Policies - requested by Trustee Hill

GOVERNMENT DOCUMENTS

Mrs. Hill drew the members' attention to her written comments which she had asked be circulated to trustees and noted her intention to make a motion to have the notes become a part of the public record.

Moved by Mr. Paquin: That the written comments by Mrs. Hill be recorded in the public record of this meeting

Ms. Orban expressed concern with some of the comments and noted in particular that:
- the Board did not "drop the ball or fail to execute its responsibilities" as Mrs. Hill has stated in her letter
- the elected officials, through parliamentary procedures and debate, ensured that broken rules or those mistaken processes were brought to light through many standing committee meetings and even highlighted at Board meetings
- as the publicity grew on this issue, other Boards responded to this Board's concerns
- this Board, through its leadership, provided the Ministry of Education and Training with information and put them on notice that a decision must be made on how boards of education collect the fees to educate visa students
- it is regrettable that Mrs. Hill is blaming the Board; rather the Board acted responsibly and with due process and should be proud of what was attained in the Province as a result
- the Board should not come to the end of this era supporting a statement that said it did not act responsibly

Mr. Gage asked that his objection to this meeting being held this evening when there are other school activities planned to which trustees have been invited be recorded. He offered that this item - and others on the agenda - warrant more debate. He added as well that he has a slightly different recollection of what occurred than the minutes of the November meeting of the Operations and Finance Committee reflect. He believes that the Board's rules and regulations did not have the clarity required to oblige officials to bring the visa recruitment program to the Board's attention and offered that seeking a legal opinion or the auditor's opinion on this aspect might be the most appropriate next step.

During the discussions, it was offered that:
- it is a matter of opinion whether the recruiting of visa students was a new development project
- the mandate of the Operations and Finance Committee regarding effective supervision of current operations does not point to a breach of fiduciary duty

- if the Rules and Regulations of the Board did apply to the issue of the recruitment of visa students and there were sufficient internal controls in place then the Board has no recourse but to look at the question of a breach fiduciary duty
- the image of the Board and the morale and spirit of the staff must be considered before this latter aspect is pursued

Moved in amendment by Mrs. Wall: That the motion be tabled. Carried.

Legal Opinion regarding Refund to Visa Students who paid in excess of the calculated fees

Objecting to the fact that the written legal opinion was presented this evening for the members' consideration, it was moved by Ms. MacDonald: That this item be tabled. Carried.

Mrs. Hill informed the members that, despite the tabling motion, the Finance Department will set up a reserve as per the instruction from the auditor.

Mr. Matier responded to a question that the new school board could, on its own accord, determine a whole new direction in this area or this Board could refer the issue to the new school board for its determination.

Student Exchange Program

Mr. Matier referenced the questions raised at the December meeting of this committee regarding the visit from Brazilian students on an "exchange program". He provided the following brief synopsis:

- this is a 'mini-exchange' organized by the Red Leaf High School Exchanges out of Toronto
- the local co-ordinator is Daniel Folkes who made the contact with the Hamilton secondary schools
- while there were 4-5 schools approached, Sir Allan MacNab and Westdale Schools pursued the program and 2 students are being accommodated at Westdale and 3 at Sir Allan MacNab [note: later confirmed to be one student at MacNab]
- the question has been raised - should the students be paying fees for instruction if they are attending classes
- in speaking the Ministry of Education and Training, Frank Cooke determined that
  - .the Education Act allows for exemptions to charging fees to students who are here on an educational exchange; however, Hamilton students are not reciprocating and the status of this as an exchange program is in question
  - .the key word for the Ministry personnel was "admit" a student to a school it operates
  - .however, the Ministry would not provide an immediate definition in writing of 'admit to a school'
- in the past, the Hamilton Board has interpreted 'admit' as referring to a student who is enrolled in and registered as a student in a school who is taking courses and earning credits
- the students from Brazil are not being enrolled in the schools; they are here as visitors
- the request from the co-ordinator of the exchange program was for permission for these students to attend school and perhaps try an examination paper for the experience
- until the Ministry of Education and Training provides a clear definition of "admit to a school", it would be unwise for the Board to bill these students for visiting classes
- consideration could be given to reaching an understanding, through the Co-ordinator, that the students cannot attend more than X number of classes (number to be determined); beyond that number, fees would apply

Miss Cunningham reiterated her ongoing concerns with this program and asked for a list of the names of the students and any information about them. She noted that it is her intent to provide this information to the Immigration Department as they have also expressed concerns about what is happening.

Noting that she was bringing this issue to the attention of the Board because of the potential problems, Miss Cunningham then noted that:

- these student visitors will be attending school for 11 weeks at taxpayers' expense
- these students are coming to Canada with the expectation of attending school and not just to visit
- the host parents are expecting the students to be in school as are the parents of the students
- this program is not an 'exchange' program as defined by the province
- there is some concern in the system that this program is another way of accommodating visa students

During the discussion, the officials were asked to check the registers at the schools - including the computerized registers - for a section used to record "visitor students".

Mr. Matier, while not recalling such a section in the school registers, agreed to investigate this aspect further.

Mr. Matier confirmed that the Ontario School Boards' Insurance Exchange provides liability coverage for anyone who is on Board property.

The Director was asked to continue to investigate this area so that the concerns of the Chairman are addressed along with the Director's interpretation of what is occurring. Mr. Matier noted that there is little more that he can investigate pending an opinion from the Ministry as to what 'admit' means.

Mr. Matier responded to a question that he does not know for sure whether the visiting students are on a timetable. While they are not registered for taking courses for the purpose of obtaining of credits, the assumption is that they will accompany the student with whom they are billeted to get a sense of Canadian schools.

It was noted that there may be two issues arising: should the students be paying fees if their expectation is to gain credits and, while the Director has stated the students are not taking courses for credit, is that the understanding of the parents of the visiting students. Until further information is forthcoming, the members felt that the administration at the schools understand what is happening and, at this time, it is not seen as a major problem. However, it was acknowledged that the potential is there.

It was agreed: That the verbal update on the Student Exchange Program be received for information.

Moved by Miss Cunningham: That the Committee meet in-camera.

No action was taken at the in-camera session and the meeting adjourned.

Read and confirmed.

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Chairman

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